EPA				United States Environmental Protection Agency Washington, DC 20460					Work Assignment Number V-13			
	_			V	ork A	ssignmen	t		Other Amendment Number:			
Con	tract Numbe	г		Contract Pe	eriod 10/	/01/2008 To	09/30/	2013	Title of Work Assign	ment/SF Site Nan	ne	
EP-D-08-096 Base Option Period Number 4				9.1	Mold, Moist	ure, Clima	te Change					
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						one Number: 202-	343-9489					
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									one Number: 202	-564-2982		
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### Work Assignment EPA CONTRACT NO. EP-D-08-096 Environmental Protection Agency CONTRACTOR Cadmus Research Triangle Park, NC 27711 ASSIGNMENT NO. ASSIGNMENT CHANGE NO DATE TITLE-Mold, Moisture, Climate Change and Indoor Air Science/Support DESCRIPTION The purpose of this action is to initiate the work assignment Mold, Moisture, Climate Change and Indoor Air Science/Support. This work assignment is a follow-on to work assignment IV-10 for option period three. The contractor shall submit the cost estimate in accordance with the contract terms. All other terms and conditions remain unchanged. \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause. \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

### NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNM	ENT ESTIMATE	CONTR	ACTOR ESTIMATE
LABOR HOURS	200 - 30 AND		•	
DURATION OF WORK				
COMPLETION DATE				
REQUESTORS SIGNATURE Laura Kolb		ORG CODE 6609J	TELEPHONE 202-343-9438	<b>DATE</b> 7/9/12
APPROVALS AS APPLICABLE		SIGNA	TURE	DATE
Laura Kolb Center Director		500		7/1/12
Dave Rowson Division Director	109	1.1		7/12/
Annette Johnson Project Officer	University	the so	hna	7/29/12
Wanda Carrier Contracting Officer	Was	la Cani		9/25/12
	CONTRACTOR=S R	EPRESENTATIVE AC	KNOWLEDGEMENT	
SIGNATURE	TITLE		DATE	
DA PTP 205 PEV 11 96				

EPA RTP 395 REV. 11-86

#### WORK ASSIGNMENT

CONTRACTOR:

CADMUS

CONTRACT NUMBER:

EP-D-08-096

WORK ASSIGNMENT NO

V-13

WORK ASSIGNMENT TITLE:

Mold, Moisture, Climate Change and

Indoor Air Science/Support

WORK ASSIGNMENT

MANAGER:

Laura Kolb

OAR/ORIA/IED

1200 Pennsylvania Ave., NW. (6609J)

Washington, DC 20460

202 343-9438

ALTERNATE WAM:

Christopher Patkowski

OAR/ORIA/IED

1200 Pennsylvania Ave., NW. (6609J)

Washington, DC 20460

202-343-9016

LEVEL OF EFFORT:

Hours

PERIOD OF PERFORMANCE: 10/1/12 through 9/30/2013.

In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an inherently governmental function.

#### 1. BACKGROUND

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gave EPA broad authority to conduct research on indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, and local levels. The EPA, Indoor Environments Division (IED) works with all levels of government, with other Agencies and organizations at the federal level, and with other nations to promote effective approaches to identify and solve indoor air quality problems.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: http://www.epa.gov/guality/ and http://www.epa.gov/quality/informationguidelines/index.html.

<u>Task 1</u>: The contractor should prepare a cost estimate; this is a continuation of 2010 work and will not require a workplan.

### THIS WORK ASSIGNMENT REQUIRES SPECIFIC AREAS OF EXPERTISE AS FOLLOWS.

- 1 expert with at least 10 years documented experience writing and working on Indoor Air Quality (IAQ) economic/technical/science issues
- 2 building science expert with at least 7 years documented experience, including experience as an instructor in university and/or nonprofit settings on moisture control in buildings, mold cleanup, and other IAQ issues. It is essential that this person have extensive field experience fixing water/ moisture and mold problems in residential and commercial buildings for at least 7 years.
- 3 professional artist or cartoonist with extensive experience (cartoons published in at least 5 technical/scientific type works) creating cartoons to illustrate technical and/or scientific topics, artist must be able to work/ interact effectively with computer expert (s) and technical writers
- 4 computer expert, must have at least 5 years experience with website design, must be closely familiar with EPA standard layout requirements for web materials
- 5 expertise in layout and design, editing, technical writing, and scientific/technical literature search will be required
- 6 expert with extensive experience on indoor air quality science, and building science as related to indoor air quality -- it is essential that this expert have writing experience
- 7 public health or environmental health professionals with extensive experience on mold related health effects/ environmental health issues, and/or environmental health experts with expertise in building science & IAQ issues. Must have experience teaching for continuing education.
- 8 professional editor with at least 5 years experience working with technical publications
- 9 expert in the design and creation of camera-ready electronic files, in state-of-the-art publishing software including Adobe InDesign, used by professional printers for the creation of hard-copy publications, must have experience with editing and print related technical issues from creation to final product

THE CONTRACTOR SHALL PROVIDE RESUMES OF ALL STAFF WHO WILL PERFORM THIS WORK

Task 1 - Cost Estimate. For Tasks 2-5, one or more in-person or phone meetings between the contractor staff and WAM will be needed to discuss details and scheduling (Meetings will be scheduled at mutually agreeable times, to be arranged.) No tasks will be performed without explicit authorization from the WAM.

# Task 2 - Provide editorial and design support for updates to existing mold, flood, & IAQ science web pages and related IAQ web pages (on EPA website) SOW A2(a), D2(i)

Minor edits and rewriting may be involved. WAM will specify any research items or rewrite required. Work will be primarily in Word format (coding and programming will not be required). For the purposes of the cost estimate, assume this includes minor edits to the text of 2 existing web pages.

### Task 3 - Support for Mold/Moisture/Flood/Biologicals/IAQ related Projects including outreach efforts

SOW D2(m)

Provide professional editing, writing, review of research projects/protocols and related materials, and research support for development of or revision to EPA mold/ moisture/ flood/ biologicals/ IAQ documents or to related documents, web documents, or research projects. This task may also include support with outreach to professionals on IAQ topics including radon, interaction with EPA staff at the EPA Office of Research and Development, and others on mold/ moisture/ flood/ biologicals/ IAQ science/technical related issues, distribution and response to public comments, and development of final documents including photography/ graphics/ layout/camera-ready copy, meeting/conference support, and related work/items. Webinars and online CME or other educational materials may be developed as well,

For the purposes of the cost estimate, assume that 1 factsheet is created, 2 outreach presentations by IAQ experts on EPA IAQ related subjects are made at national meetings, and 1 online mold course is finalized with video editing and new support materials (working with existing electronic footage).

### Task 4 - Mold and Moisture/Indoor Air Quality (IAQ) issue research and analysis support

SOW A2(a)

Provide professional analysis, editing, writing, and research support, including document and book search and retrieval for mold /moisture/ IAQ/ hurricane response related work. This may include assistance with research on and analysis of biocides, flood cleanup, emerging energy and IAQ issues including formaldehyde, drywall, IAQ and emergency preparedness, weatherization, nanotechnology and building products, the gulf oil spill and indoor air issues, and other mold/moisture related items as well as editing and writing support.

For the purposes of the cost estimate, assume this includes research and analysis related to emerging issues on climate change, weatherization, energy, and IAQ, and one 30 page related technical deliverable /reports/white paper. Also, for the purposes of

the cost estimate, assume that 2 complex literature searches are completed, 50 articles/15 books are retrieved, 2 experts are consulted by phone (2 hours each) on complex IAQ issues, 2 documents of approximately 15 pages each are written in response to new/emerging specific IAQ issues or questions, and 2 documents are reviewed, and comments supplied to EPA by building science/IAQ experts. No reviews/research will be performed nor items retrieved without explicit instruction from the WAM.

# Task 5 - Editorial and writing support for drafting, revising, and writing IAQ related technical/ professional documents SOW D2(a), (m)

Existing background materials and Powerpoint files on mold, moisture, climate change &/or other IAQ technical issues (provided by EPA) will be expanded to encompass additional IAQ issues as specified by the WAM such as VOCS, products, green buildings, asthma, ventilation, building envelopes, etc. New powerpoint files and supporting materials will also be created related to IAQ science, IAQ and climate change adaptation, and other IAQ issues.

For the purposes of the cost estimate, assume that 35 new/expanded pages will be created in Word and Powerpoint. An expert (s) in building science/IAQ will be needed in addition to an experienced technical editor.

#### 4. TIME SCHEDULE AND DELIVERABLES

The deliverables shall be due as agreed between WAM and contractor roughly following the schedule below. The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Unless otherwise mutually arranged, written reports and documents must be submitted in Word, camera ready publications/documents in Adobe InDesign, web publications in HTML. All original materials retrieved (articles, books, reports, etc) and all originals of artwork/graphics/hard copy photos will be submitted to WAM prior to the end of the contract. Copies of all electronic photos shall be submitted to EPA prior to contract end as JPEG files, RAW files, or other format acceptable to WAM as appropriate.

TASK NO:	DELIVERABLE	DUE DATE
1	Cost estimate	Within 20 calendar days after the effective date of the work assignment
2	Updates to science web pages	ongoing
3	IAQ factsheets/outreach/ continuing education work	ongoing
3	Finalized online mold course	fall/winter 2013
4	Mold/IAQ research/analysis/	starts ASAP - ongoing

IAQ White report/paper

Editorial/writing support

ongoing

5

EPA	United States Environmental Protection Agency Washington, DC 20460  Work Assignment				Work Assignment Nu V-13		ent Number:
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_						343-9438	
(Signature)		(Date	)	FAX	Number:		
Project Officer Name Annette Johns	on			Brar	nch/Mail Code:		
					ne Number: 202-3	343-9489	
(Signature)		(Date	)	FAX	Number:		
Other Agency Official Name				Bran	nch/Mail Code:		
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(Signature)  Contracting Official Name Wanda Car:	ci em	(Date	)		Number:		
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(Signature)					Phone Number: 202-564-0777		

#### Work Assignment EPA CONTRACT NO. EP-D-08-096 **Environmental Protection Agency** CONTRACTOR Cadmus Research Triangle Park, NC 27711 V-13 ASSIGNMENT NO. ASSIGNMENT CHANGE NO 1 TITLE - Mold, Moisture, Climate Change and Indoor Air/Science Support DATE

#### DESCRIPTION

This work assignment amendment is to approve the workplan dated October 19, 2012 and to cap the budget ceiling at \$120,000 for 1492 hours.

- \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract
- \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

#### NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNMI	ENT ESTIMATE	CONTRACTOR ESTIMATE		
LABOR HOURS	220 + 1272 =	1492			
DURATION OF WORK					
COMPLETION DATE					
REQUESTORS SIGNATURE		ORG CODE 6609J	TELEPHONE 343-9438	DATE 11/30/12	
APPROVALS AS APPLICABLE		SIGNAT	URE	DATE	
Laura Kolb	15	AU		11/3/12	
David Rowson Division Director, IED	201	11	0 /	11/3./12	
Annette Johnson Project Officer	Unneg	AR H	John	11/30/12	
Wanda Carrier Contracting Officer			ni	12/12/12	
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT					
SIGNATURE	TITLE		DATE		

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Work Assignment Ma	anager Name	Laura Kol	b				nch/Mail Code:			
						Pho	ne Number 202-	343-9438		
(Signature) (Date) F.A.					FAX	Number:	-			
Project Officer Name Annette Johnson  Br					Bran	nch/Mail Code:				
					Pho	ne Number: 202-	343-9489	¥.		
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Other Agency Official Name					Brar	nch/Mail Code:				
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Contracting Official I	Name W	inda C	mi		11		nch/Mail Code:			
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Work A	EPA CONTRACT NO. # I	EPA CONTRACT NO. # EP-D-08-096				
Environmental	Protection Ager	ncy	CONTRACTOR Cadm	CONTRACTOR Cadmus		
Research Triang	gle Park, NC 27	711	ASSIGNMENT NO. V-13	ASSIGNMENT NO. V-13		
			ASSIGNMENT CHANGE N	ASSIGNMENT CHANGE NO 2		
TITLE Mold, Moisture, Climate C Support	Change and Indo	or Air Science/	DATE	ı		
DESCRIPTION			-			
This amendment is to release the budget cap and increase the amount to \$150,000 (\$120,000 + \$30,000) and the hours to 1567 to continue the ongoing project support for the advanced bioaerosols instructional materials under Task 3. (1492 + 75)  *The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause.  *THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.  NOTICE TO CONTRACTOR  PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE						
ESTIMATE OF	GOVERNME	ENT ESTIMATE	CONTRACTOR E	ESTIMATE		
LABOR HOURS	1492+	75 = 1567				
DURATION OF WORK	10/1/12-9/30/13					
COMPLETION DATE	9/30/13					
REQUESTERS SIGNATURE. Laura Kolb	)	ORG CODE 6609J	TELEPHONE (202)343-9438	DATE 5/14/13		
APPROVALS AS APPLICABLE		SIGNATU	RE	DATE		
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DURATION OF WORK	10/1/12-9/30/13			
COMPLETION DATE	9/30/13			
REQUESTERS SIGNATURE Laura Kolb	)	ORG CODE 6609J	TELEPHONE (202)343-9438	DATE 5/14/13
APPROVALS AS APPLICABLE		SIGNATU	JRE	DATE
Center Director		e O		3/14/13
David Rowson Division Director	D. 1.	/		5/16/13
Annette Johnson Project Officer	anne	5/16/13		
Wanda Carrier Contracting Officer	Wand	a Cami	~	6/18/13
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SIGNATURE	TITLE		DATE	

EPA RTP 395 REV. 11-86

EPA				United States Environmental Protection Agency Washington, DC 20460					Work Assignment Number V-13			
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Project Officer Name Annette Johnson					Br	ranch/Mail Code:						
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Work Assignment	EPA CONTRACT NO. # EP-D-08-096				
Environmental Protection Agency	CONTRACTOR Cadmus				
Research Triangle Park, NC 27711	ASSIGNMENT NO. V-13				
	ASSIGNMENT CHANGE NO 3				
TITLE Mold, Moisture, Climate Change and Indoor Air Science/ Support	DATE				

CONTRACTING OFFICER

EPA RTP 395 REV. 11-86

This amendment is to release the budget cap and increase the funding to \$185,209 (\$150,000 + \$30,209) and the LOE hours will remain the same to continue the ongoing project support for the advanced bioaerosols instructional materials and the moisture control guidance document under Task 3.

\*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause.

\*THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.

### NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE

**ESTIMATE OF** GOVERNMENT ESTIMATE CONTRACTOR ESTIMATE LABOR HOURS DURATION OF WORK 10/1/12-9/30/13 COMPLETION DATE 9/30/13 DATE REQUESTERS SIGNATURE ORG CODE **TELEPHONE** (202)343-9438 6609J APPROVALS AS APPLICABLE SIGNATURE Center Director David Rowson **Division Director** Annette Johnson **Project Officer** Wanda Carrier **Contracting Officer** CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT DATE TITLE SIGNATURE

Contract Number  EP-D-08-096  Contract Period 10/01/2008 To 09/30/2013  EP-D-08-096  Base Option Period Number 4  Contractor  Cadmus Group, Inc., The  Purpose: Work Assignment					Period of Performan	X Amendm 00000 ment/SF Site Nam are, Climat	e e Change	
Work Plan Approval  Comments: This WA amendment is to approve and conditions remain unchanged					From 10/01/			
Superfund	Acco	ounting and Approp	priations Data	1		Х	Non-Superfund	
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Work Assignment Manager Name Laura F	Colb				anch/Mail Code:	0.10 0.100	STATE OF STA	
						-343-9438		
(Signature) (Date)					X Number:			
Project Officer Name Annette Johnson					anch/Mail Code:			
					one Number: 202-	343-9489		
(Signature)		(Date	*)		X Number:			
Other Agency Official Name					anch/Mail Code:			
(8)		(0.1	.1		one Number:			
(Signature)  Contracting Official Name Wanda Carr	ier	(Date	/ /		X Number: anch/Mail Code:		14	
(1)		\$100	1/2/1		one Number: 202	-564-0777		
(Signature)	ann	(Date	7/24/1		X Number:	304 0111		
(Signature) (Date)					FAX Nullibel.			

Work Assignment	EPA CONTRACT NO. # EP-D-08-096		
Environmental Protection Agency	CONTRACTOR Cadmus		
Research Triangle Park, NC 27711	ASSIGNMENT NO. V-13		
	ASSIGNMENT CHANGE NO 4		
TITLE Mold, Moisture, Climate Change and Indoor Air Science/ Support	DATE		

This amendment is to approve the Cadmus original budget dated October 19, 2012 for 1650 hours and \$210,000.

\*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause.

\*THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.

12/83/13

### NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

CONTRACTING OFFICER							
ESTIMATE OF		ENT ESTIMATE	CONTRACT	TOR ESTIMATE			
LABOR HOURS	1650=1567	+83					
DURATION OF WORK	10/1/12-9/30/13						
COMPLETION DATE	9/30/13						
REQUESTERS SIGNATURE Laura Kolb	VIL	ORG CODE 6609J	TELEPHONE (202)343-9438	DATE / ZZ/13			
APPROVALS AS APPLICABLE		SIGNATURE					
Laum Koll Center Director							
Dávid Rowson  Division Director	21.	11		2/23/13			
Annette Johnson Project Officer	Unive	He Jo	hus	7/24/13			
Wanda Carrier Contracting Officer	Wa	Warda Carri					
	CONTRACTOR=S	REPRESENTATIVE AC	KNOWLEDGEMENT				
SIGNATURE	TITLE	TITLE DATE					
EPA RTP 395 REV. 11-86							

EPA RTP 395 REV. 11-86

Authorized Work Assignment Ceiling  Contract Period: Cost/Fee: #210,000,00 LOE: 1,650  Total: Work Plan / Cost Estimate Approvals  Contractor WP Dated: Cost/Fee: LOE:  Cumulative Approved: Cost/Fee: LOE:  Work Assignment Manager Name Laura Kolb  Work Assignment Manager Name Laura Kolb  Froject Officer Name Annette Johnson  (Signature) (Date) FAX Number:  Branch/Mail Code: Phone Number: 202-343-9489  Frone Number: 202-343-9489  Frone Number: Cost/Fee: Phone Number: 202-343-9489  Frone Number: FAX Number:  Contractor WP Dated: Cost/Fee: LOE:  Work Assignment Manager Name Laura Kolb  Work Assignment Manager Name Laura Kolb  Branch/Mail Code: Phone Number: 202-343-9489  Frone Number: FAX Number: Branch/Mail Code: Phone Number: Enders Manager Name Code: Phone Number: Branch/Mail Code: Phone Number: Branch/Mail Code: Phone Number: Branch/Mail Code: Phone Number: 202-564-0777	EPA	-	ental Protection gton, DC 20460	Work Assignment No		nent Number:			
Superfunction							00000	5	
Specified   Spec	Contract Number	Contract Period 10/	01/2008 To	09/30/	2013	Title of Work Assigni	ment/SF Site Nam	ne	
Secrity   Secr	EP-D-08-096	Base	Option Period Nu	ımber 4		Mold, Moistu	are, Climat	ce Change	
Move Assignment Close-Out   December   Dec	Contractor		Speci	fy Section and pa	aragraph of Cor		Marian di Anno and and anno a		
Work Assignment Memoranet   work Assignment Cose-Out   work Assignment Cose-Out   work Plan Approval   work Plan A	Cadmus Group, Inc., The	е							
	Purpose: Work Assignment		Work Assignment	Close-Out		Period of Performan	ce		
Commercial provided in the control of the control o	X Work Assignment A	Amendment	Incremental Fundi	ng					
Comments This amendment is to update an existing analysis of indoor asthma triggers to include national 6 international literature under Task 3. Please provide a cost estimate. All other terms and conditions remain unchanged.    Superfund	Work Plan Approva	al	•			From 10/01/	2012 To 09	/30/2013	
Superfund   Superfund   Accounting and Appropriations Data   X   Non-Superfund   X		:							
Note: To report additional accounting and appropriations date use EPA Form 1900-99A   Site Project   Cost Org/Code   Max 2)								1	
SPO	Superfund	Acco	unting and Appro	opriations Data	3		Х	Non-Superfund	
Steel Project   Steel Period   Cost/Fee		Note: To report additional ac	counting and approp	riations date use	EPA Form 190	0-69A.			
Second Contractor WP Dated:   Cost Fee:									
1					Amount (D	ollars) (Cents)			
2		T (max + )	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(max -/			T (max 0)	T	
3				<u> </u>			<u> </u>		
Authorized Work Assignment Ceiling  Contract Period:									
Authorized Work Assignment Ceilling  Contract Period: Cost/Fee: #210,000,00 LOE: 1,650  Total: Work Plan / Cost Estimate Approvals  Contractor WP Dated: Cost/Fee: LOE:  Cumulative Approved: Cost/Fee: LOE:  Work Assignment Manager Name Laura Kolb  Work Assignment Manager Name Laura Kolb  Froject Officer Name Annette Johnson  (Signature) (Date) FAX Number:  Other Agency Official Name (Signature) (Date) FAX Number:  Contractor WP Dated: Cost/Fee: LOE:  Work Assignment Manager Name Laura Kolb  Froject Officer Name Annette Johnson  (Signature) (Date) FAX Number:  Differ Agency Official Name Wanda Carrier  (Signature) (Cate) FAX Number:  Branch/Mail Code: Phone Number: 202-343-9489  FAX Number:  Branch/Mail Code: Phone Number: 202-343-9489  FAX Number: Branch/Mail Code: Phone Number: 202-343-9489  FAX Number: Branch/Mail Code: Phone Number: 202-564-0777	3								
Authorized Work Assignment Ceiling	4								
Contract Period:	5								
Total:				ignment Ceilir			-		
Total:	The switch and a second supplies the second	Cost/Fee: #210,0	00,00		LOE:	LOE: 1, 650			
Contractor WP Dated:  Cost/Fee:  Cost/Mail Code:  Phone Number:  FAX Number:  FAX Number:  FAX Number:  FAX Number:  Contracting Official Name Wanda Carrier  T/AST/13  Branch/Mail Code:  Phone Number:  Phone Number:  202-564-0777		6				24			
Contractor WP Dated:  Cost/Fee:  Cost/Mail Code:  Phone Number:  FAX Number:  FAX Number:  FAX Number:  FAX Number:  Contracting Official Name Wanda Carrier  T/AST/13  Branch/Mail Code:  Phone Number:  Phone Number:  202-564-0777		~				43		-	
Contractor WP Dated:  Cost/Fee:  Cost/Mail Code:  Phone Number:  FAX Number:  FAX Number:  FAX Number:  FAX Number:  Contracting Official Name Wanda Carrier  T/AST/13  Branch/Mail Code:  Phone Number:  Phone Number:  202-564-0777	Total:	\$ 210,0	20.00		1.	675			
Contractor WP Dated:  Cost/Fee:  Cumulative Approved:  Cost/Fee:  Cost/Mail Code:  Phone Number:  FAX Number:  Branch/Mail Code:  Phone Number:  Contracting Official Name  Wanda Carrier  T/AST/13  Phone Number:  202-564-0777		Wor	k Plan / Cost Est	timate Approva	als	<u> </u>			
Work Assignment Manager Name Laura Kolb    Branch/Mail Code:	Contractor WP Dated:								
Phone Number: 202-343-9438  (Signature) (Date) FAX Number:  Project Officer Name Annette Johnson Branch/Mail Code: Phone Number: 202-343-9489  (Signature) (Date) FAX Number:  Other Agency Official Name Branch/Mail Code: Phone Number: Phone Number:  Contracting Official Name Wanda Carrier  Other Agency Official Name Wanda Carrier  Other Agency Official Name Wanda Carrier  Phone Number: 202-564-0777	Cumulative Approved:	Cost/Fee:		***************************************	LOE	:			
Phone Number: 202-343-9438  (Signature) (Date) FAX Number:  Project Officer Name Annette Johnson Branch/Mail Code: Phone Number: 202-343-9489  (Signature) (Date) FAX Number:  Other Agency Official Name Branch/Mail Code: Phone Number: Phone Number:  Contracting Official Name Wanda Carrier  Other Agency Official Name Wanda Carrier  Other Agency Official Name Wanda Carrier  Phone Number: 202-564-0777	Mark Assignment Manager Neme T 2117	a Volh			Pro	ach/Mail Cada:		-	
Contracting Official Name   Wanda Carrier   Contracting Official Name   Wanda Carrier   Phone Number: 202-564-0777   Phone Number:	Work Assignment Manager Name Laur	a KOID				222	343-9438		
Project Officer Name Annette Johnson    Branch/Mail Code:     Phone Number: 202-343-9489     FAX Number:     Other Agency Official Name     Gignature	(Signature)		(Date	a)			343 3430		
Other Agency Official Name  (Signature)  (Date)  FAX Number:  Branch/Mail Code:  Phone Number:  (Signature)  (Date)  FAX Number:  FAX Number:  Phone Number:  FAX Number:  FAX Number:  Phone Number:  Phone Number:  202–564–0777		nson	(Date	9)					
Other Agency Official Name Other Agency Other Ot	Time to the time t						242 0400	(Constitution of the Constitution of the Const	
Other Agency Official Name  Branch/Mail Code: Phone Number:  (Signature)  (Date)  FAX Number:  Branch/Mail Code: Phone Number:  202–564–0777  Phone Number: 202–564–0777	(Signature)			-1			343-9489		
Phone Number:  (Signature)  (Date)  FAX Number:  Branch/Mail Code:  Phone Number: 202-564-0777			(Date	9)					
Contracting Official Name Wanda Carrier  Wanda Carrier  Wanda Carrier  1/25/13 Phone Number: 202-564-0777	Salar rigoria, Silialar Hame						THE RESERVE THE PERSON NAMED IN COLUMN TWO		
Contracting Official Name Wanda Carrier  1/25/13 Branch/Mail Code:  Phone Number: 202-564-0777	10			-1					
Warda Carri 7/25/13 Phone Number: 202-564-0777		arrier	(Date	9)				Marie and the second second	
Octave cooks	1.0 /	)	.7	125/2			ECA 0777		
	(Signature)	m	/	100/13	,		-564-0777		

Work A	ssignment			EPA CONTRACT NO. # I	EP-D-08-096			
Environmental	Protection Ager	ncy		contractor Cadm	us			
Research Triang	le Park, NC 27	711		ASSIGNMENT NO. V-13				
				ASSIGNMENT CHANGE NO 5				
TITLE Mold, Moisture, Climate C Support	hange and Indo	or Air Science/		DATE				
DESCRIPTION								
This amendment is to update an existing analysis of indoor asthma triggers to include national and international literature under Task 3. Please provide a cost estimate.								
*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause.  *THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.								
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER								
ESTIMATE OF	GOVERNME	ENT ESTIMATE		CONTRACTOR I	ESTIMATE			
LABOR HOURS	1650							
DURATION OF WORK	10/1/12-9/30/13							
COMPLETION DATE	9/30/13							
REQUESTERS SIGNATURE Laura Kojb								
A STATE OF THE STA		ORG CODE 6609J	TELE	PHONE (202)343-9438	DATE HERE/13			
A STATE OF THE STA					DATE HZZ/13 DATE			
Laura Kofb		6609J			7/22/13			
APPROVALS AS APPLICABLE		6609J			7/22/13			
APPROVALS AS APPLICABLE  Center Director  David Rowson	D/ 3 Unnec	6609J			H22/13			
APPROVALS AS APPLICABLE  Center Director  David Rowson Division Director  Annette Johnson	D/ 3 University Ward	6609J			7/22/13			

DATE

SIGNATURE

TITLE

							*****		-						
				U	nited S	States Environm Washing			Agency		Work Assig	nment Nu	ımber		
	EF	Α	i			Work As						Other	Х	Amandm	ent Number:
						WOIK AS	ssiyi	ment				Other			
Contra	act Number				Contr	act Period 10/	01 /0/	200 -	00/00/	0010				00000	
	0-08-09	6				act renod 107		008 то	09/30/	2013	Title of Wor	_		Site Nam	е
Contra		0			Base		Option	Period Nur	mber 4 y Section and pa	rograph of Co	Mold, N	Moistu	re		
	mus Gro	auc	. Inc.	. The				Specify	y Section and pa	ragraph of Co	ontract SOVV				
Purpos			Work Assig				Mork 4	Assignment (	Close-Out		Period of I	Performano	e		1
		X		gnment Amend	mont	=	1	ental Fundin							
					ment	<u> </u>	Increm	ientai Fundin	ig .		From 1	0/01/:	2012	To 0.9	/30/2013
Comm	ents:	<u> </u>	Work Plan	Approval								0,01,			70072010
	Comments: This amendment is to approve Cadmus' cost proposal dated August 5, 2013 for 135 hours and \$25,101 and total hours of 1,785 hours and \$235,101.														
	Super	fund				Acco	unting	and Appro	priations Data	9				X	Non Cuporfund
	Super	tuna		-	Note: Te	report additional ad				_	000 604			Λ	Non-Superfund
SF( (Max					Note: 10	o report additional ac	counting	and appropri	lations date use	EPA Form 18	900-69A.				
Line	DCN (Max 6)	E	Budget/FY (Max 4)	Appropria Code (Ma		Budget Org/Code (Max 7)		am Element Max 9)	Object Class (Max 4)	Amount (	Dollars)	(Cents)		Project ax 8)	Cost Org/Code (Max 7)
1															
2															
3	F														
4						***************************************									
5												-			
						Aut	norized	Work Assi	gnment Ceilir	ng					
	act Period:		00.404		t/Fee:	\$21	0,00	30,0C	)	LOE	: 1,650		and the same persons		
This A	01/2008	3 T	09/30	0/2013		\$ 2	5 10				105				
THIS A	ction.					4 <	3,10	00.1			135				
Total:						\$ 23 \$23	5.10	01.00	0		1,785				•
Total.	***************************************								imate Approv	als					
Contra	actor WP Date	ed:			********	Cost/Fee:				LO	E:			-	
Cumul	lative Approv	ed:				Cost/Fee:				LO	E:				
Work A	Assignment M	/anac	er Name	Laura K	olb					Br	anch/Mail Co	de:			
1101117	toolg/infort it	nun iu g	,01110	naura n	012						one Number		343-9	438	
	-		(Signa	ature)				(Date	e)		X Number:				
Projec	t Officer Nam	ne Z		Johnso	n						anch/Mail Co	de:			
											one Number		343-9	489	
			(Signa	ature)				(Date	e)		X Number:				
Other	Agency Office	cial Na									anch/Mail Co	de:			
											one Number				
			(Signa	ature)				(Date	e)		X Number:				
Contra	acting Official	l Nam		da Carr	er				1 1		anch/Mail Co	de:		****	
		0	va-	da (	an			8	23 /13	Ph	one Number	: 202-	-564-0	0777	
	(Signature) 8/23/13 (Date)									FAX Number:					

Work Assignment	EPA CONTRACT NO. # EP-D-08-096		
Environmental Protection Agency	CONTRACTOR Cadmus ASSIGNMENT NO. V-13		
Research Triangle Park, NC 27711			
	ASSIGNMENT CHANGE NO 6		
TITLE Mold, Moisture, Climate Change and Indoor Air Science/ Support	DATE		

This amendment is to approve the budget dated August 5, 2013 for 135 hours and \$25,101 and a total of \$235,101 and 1,785 hours

\*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause. \*THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.

8/13/13

# NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNMI	ENT ESTIMATE	CONTRACT	TOR ESTIMATE
LABOR HOURS	1650 + 135 = 1785			
DURATION OF WORK	10/1/12-9/30/13			
COMPLETION DATE	9/30/13			
REQUESTERS SIGNATURE Laura Kolb	DC .	ORG CODE 6609J	TELEPHONE (202)343-9438	DATE 8/13/13
APPROVALS AS APPLICABLE		SIGNATU	RE	DATE
Center Director				<i>बीर्डि</i> 13
David Rowson Division Director	Of,	1/		8/15/13
Annette Johnson Project Officer	arnes	k John	0	8/16/13
Wanda Carrier Contracting Officer	Wa	Ida Can	ú	8/23/13
	CONTRACTOR=S R	EPRESENTATIVE ACK	NOWLEDGEMENT	
SIGNATURE	TITLE		DATE	
EPA RTP 395 REV. 11-86				

EPA		ental Protection A gton, DC 20460 ssignment	Agency		Work Assignment Nu V-13 Other		ent Number:		
Contract Number	Contract Period 10/	01/2000 To	02/21/	2014	Title of March Accions				
EP-D-08-096	Contract Feriod 107	01/2008 To	03/31/2	2014	Title of Work Assignn				
	Base	Option Period Nur			Mold, Moistu	re, Climat	e Change		
Contractor		Specify	Section and par	ragraph of Cor	ntract SOW				
Cadmus Group, Inc., The					Т				
Work Assignment		Work Assignment C	Close-Out		Period of Performance	e			
X Work Assignment Am		8							
Work Plan Approval	2012 To 12	/31/2013							
Comments:									
The purpose of this amendment is to modify the period of performance to be extended from Oct 1, 2013 to Dec 31, 2013. Please provide a cost estimate. All other terms and conditions remain unchanged.									
Superfund	Acco	ounting and Approp	priations Data	ì		Х	Non-Superfund		
	Note: To report additional ac	counting and appropri	ations date use I	EPA Form 190	0.694		Troil Gaporiana		
SFO (Max 2)									
	priation Budget Org/Code (Max 6) (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (D	ollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)		
1									
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3					·				
4									
5									
	Auth	norized Work Assig	anment Ceilin	na		4			
Contract Period:				LOE:	1700				
10/01/2008 To 03/31/2014	Cost/Fee\$ 235,10	1.00			LOE: 1,785				
This Action:	Ć	)			0		_		
	,						_		
Total:	\$235,101	,00			1,785				
	Wor	rk Plan / Cost Esti	mate Approva						
Contractor WP Dated:	Cost/Fee:			LOE					
Cumulative Approved:	Cost/Fee:			LOE	:				
Work Assignment Manager Name Laura	Valh			I Des	and Maril Code				
Work Assignment Manager Name Laula	diox				nch/Mail Code:	343-9438			
						343-9436			
(Signature)  Project Officer Name Annette John	307	(Date	)		( Number:	****			
Project Officer Name Affification John	SOII				nch/Mail Code:				
				Pho	ne Number: 202-3	343-9489			
(Signature)		(Date	)	FAX	Number:		20		
Other Agency Official Name				Bra	nch/Mail Code:				
				Pho	ne Number:				
(Signature)		(Date	)	FAX	Number:	Market and the second s			
Contracting Official Name Wanda Car		,	)	Bra	nch/Mail Code:				
Wande	Cani	91	27/13	Pho	ne Number: 202-	564-0777			
(Signature)		(Date	)	FAX	( Number:				

Work Assignment	EPA CONTRACT NO. # EP-D-08-096		
Environmental Protection Agency	CONTRACTOR Cadmus		
Research Triangle Park, NC 27711	ASSIGNMENT NO. V-13		
	ASSIGNMENT CHANGE NO 7		
TITLE Mold, Moisture, Climate Change and Indoor Air Science/ Support	DATE		

The purpose of this amendment is to modify the period of performance for V-13. The period of performance will be extended from 10/1/13 - 12/31/13. All other terms and conditions remain unchanged.

\*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause. \*THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended. MB/11/13

### NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

	THE PROPERTY OF THE PROPERTY O	
GOVERNMENT ESTIMATE	CONTRACTOR	ESTIMATE
3 months		
12/31/13		
ORG CODE 6609J	TELEPHONE (202)343-9438	DATE 9/17/13
SIGNA	TURE	DATE
		9/17/13
2116		9/17/13
annede Joh	W	9/18/13
Wanda Carr	i	9/27/13
CONTRACTOR=S REPRESENTATIVE AC	CKNOWLEDGEMENT	
TITLE	DATE	
	3 months  12/31/13  ORG CODE 6609J  SIGNAT  SIGNAT  CONTRACTOR=S REPRESENTATIVE ACCEPTED TO THE PROPERTY OF TH	3 months  12/31/13  ORG CODE 6609J  SIGNATURE  SIGNATURE  CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT

-			-	-			_	_	_				_	
			Un	nited S	tates Environm	ental Prote	ection /	Agency			signment Nu	umber		
	EP	۸				gton, DC 2		,		V-13				
	CF	H			Work As	ssignm	nent				Other	X Ar	mendm	ent Number:
						,						0	0000	8
Contr	act Number			Contra	act Period 10/	01/2008	3 To	03/31/2	2014	Title of W	ork Assigni	ment/SF Si	te Nam	e
EP-	D-08-09	6		Base	207	Option Per				Mold	9"			
Contr				Dase	····	Splion rei		y Section and pa	ragraph of				/	
		oup, Inc.	, The								Chara to province			
Purpo	ose:	Work Assig	gnment			Work Assig	gnment (	Close-Out		Period	of Performan	ce		
			gnment Amendr	nent		Incrementa	al Fundin	ng						
	Work Plan Approval From 10/01/2012 To 12/31/2013													
	ments:											***************************************		
The	purpose	of this ame	endment is	to a	pprove Cadmu	s' budget	t date	ed November	r 13, 2	013 for 60	00 hours	and \$65	,194	for the
ext	ension.	All other t	erms and	condi	tions remain	unchange	ea.							
	Superf	fund			Acco	ounting and	Appro	priations Data	a				Х	Non-Superfund
		7	١	Note: To	report additional ad	counting and	appropri	iations date use	EPA Form	1900-69A.				
	FO ax 2)													
		Pudest/EV	Appropriet:	00	Rudget Ora/Codo	Program E	lement	Object Class	Amoun	t (Dollars)	(Cents)	Site/Pr	oiect	Cost Org/Code
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriati Code (Max		Budget Org/Code (Max 7)	(Max		(Max 4)	Amoun	(Donars)	(Conto)	(Max		(Max 7)
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Total	:			3	\$235,10 65,19 \$800,8	000								
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Cum	ulative Approve	ed:			Cost/Fee:				L.	LOE:				
Work	Assignment M	lanager Name	Laura Ko	olb					Æ	Branch/Mail		0.10	20	
										Phone Numb		343-94	38	
		(Signa					(Date	9)	F	FAX Number	:			
Proje	ect Officer Nam	e Annette	e Johnso	n						Branch/Mail			0.5	
										Phone Numb		343-94	89	
		(Signa	ature)				(Date	9)		FAX Number				
Othe	er Agency Offic	cial Name							_	Branch/Mail				WILLIAM TO THE PARTY OF THE PAR
	D.									Phone Numb				
_		(Signa		0.15			(Date	9)		FAX Number:				
Con	tracting Official	Name Wan	da Carri	er			4	2/11	_	Branch/Mail		-564-0	777	
		Wards	-	ri				2/16/	)	Phone Number		-564-0	111	
		(Signa	ature)				(Date	e)		FAX Number		de la companya de la		

Work A	ssignment		EPA CONTRACT NO. # E	EP-D-08-096								
Environmental	Protection Ager	ncy	CONTRACTOR Cadmi	us								
Research Triang	le Park, NC 27	711	ASSIGNMENT NO. V-13	,								
			ASSIGNMENT CHANGE N	o 8								
TITLE Mold, Moisture, Climate C Support	hange and Indo	or Air Science/	DATE									
DESCRIPTION												
The purpose of this amendment is this extension.  *The WAM is authorized to issue Techni *THE CONTRACTOR IS TO NOTIFY.	cal Direction unde	r this WA in accord	ance with the contract clause.	hours. For								
PLEASE SIGN, DATE, AND PROVIDE E CONTRACTING OFFICER		ICE TO CONTRAC E SPACES INDICAT		сору то тне								
ESTIMATE OF	GOVERNME	ENT ESTIMATE	CONTRACTOR I	ESTIMATE								
LABOR HOURS	1785 + 640 = 2385											
DURATION OF WORK	3 months											
COMPLETION DATE	12/31/13											
REQUESTERS SIGNATURE Laura Kolb	ONG CODE 1.											
APPROVALS AS APPLICABLE		SIGNATI	URE	DATE								
Laura Kolb	TELEPHONE (202)343-9438	12/2//3										
APPROVALS AS APPLICABLE		SIGNATI	URE	DATE								

CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT

DATE

TITLE

EPA RTP 395 REV. 11-86

SIGNATURE

Laura Kolb

Center Director

David Rowson

Division Director

Annette Johnson
Project Officer

Wanda Carrier
Contracting Officer

	EP	Λ.	Uni	ted States Env W		Protection DC 20460	Agency		Work Assignment N	Number		
	L	A		Wor	k Assi	gnment			Other	Amendn	nent Number:	
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		Work Plan					.9		From 10/01,	/2012 <b>To</b> 09	/30/2013	
	mments: e purpose	of this wor	ck assignme	nt is to ini	tiate wo	ork. The co	ontractor s	shall sub	mit a new cost	estimate and	work	
				tion of this								
	Superf	und			Accountin	ng and Appro	priations Data	a	NATIONAL SERVICE SERVI	X	Non-Superfund	
	SFO SFO	1	Ne	ote: To report additi	onal account	ing and appropr	iations date use	EPA Form 19	00-69A.			
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Wo	rk Assignment M	anager Name	Katrin K	ral			***************************************	Bra	nch/Mail Code:			
								Pho	one Number 202	-343-9454		
	-	(Signa	ture)			(Date	)	FA	X Number:			
Pro	ject Officer Nam	annette	Johnson					Bra	nch/Mail Code:			
								Pho	one Number: 202-	-343-9489		
	-	(Signa	ture)			(Date	)		X Number:			
Oth	ner Agency Offici	al Name Dio	onne Wrig	jht			-	Bra	nch/Mail Code:			
								Pho	one Number: 202	-564-2982		
		(Signa				(Date	)	FA	X Number:			
Cor	ntracting Official	Name Wand	da Carrie	Ť.			/		nch/Mail Code:			
	4	Wand	la C	ani		9/	25/12	Pho	one Number: 202	-564-0777		
	-	(Signa	ture)			(Date	)	FA	X Number:	- 1 k	0 2	

Work Assignment	EPA CONTRACT NO. EP-D-08-096			
Environmental Protection Agency	CONTRACTOR Cadmus			
Research Triangle Park, NC 27711	ASSIGNMENT NO. V- 14			
	ASSIGNMENT CHANGE NO			
TITLE - Support for the Radon Leaders Saving Lives Campaign	DATE			

Work Assignment to support the Radon Leaders Saving Lives Campaign (Follow-on to Work Assignment IV-08).

- \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.
- \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

### NOTICE TO CONTRACTOR

#### PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVER	NMENT ESTIMATE	CONTRA	CTOR ESTIMATE
LABOR HOURS				
DURATION OF WORK	12 months			
COMPLETION DATE	09/30/2013			
REQUESTORS SIGNATURE	Kf .	ORG CODE 6609J	TELEPHONE 202-343-9454	DATE 7/10/2012
APPROVALS AS APPLICABLE		SIGNA	TURE	DATE
Bill Long Center Director	15	sel 1	4	7/15/12
Dave Rowson Division Director	QL	11	7/11/12	
Annette Johnson Project Officer	Una	egte J	8/29/12	
Wanda Carrier Contracting Officer	Wa	da Can	i.	9/25/12
	CONTRACTOR:	S REPRESENTATIVE AC	CKNOWLEDGEMENT	
SIGNATURE	TITLE		DATE	

#### WORK ASSIGNMENT

CONTRACTOR:

Cadmus

CONTRACT NUMBER:

EP-D-08-096

WORK ASSIGNMENT NO:

V-14

WORK ASSIGNMENT TITLE:

Support for the Radon Leaders Saving Lives campaign

#### WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATATIVE:

Mailing Address:

Katrin Kral

Indoor Environments Division (6609J)

US EPA

1200 Pennsylvania Ave., NW

Washington, DC 20460

(202) 343-9454

**Delivery Address:** 

Katrin Kral

Indoor Environments Division

4<sup>th</sup> Floor (Rm:413M)

US EPA

1310 L Street, NW

Washington, DC 20005

### ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATATIVE:

Mailing Address:

Susie Shimek

Indoor Environments Division (6609J)

US EPA

1200 Pennsylvania Ave., NW

Washington, DC 20460

(202) 343-9615

**Delivery Address:** 

Susie Shimek

Indoor Environments Division

4th Floor (Rm:427M)

US EPA

1310 L Street, NW

Washington, DC 20005

LEVEL OF EFFORT:

Hours

PERIOD OF PERFORMANCE:

10/1/2012 through 09/30/2013.

This is a follow-on work assignment from IV-08.

#### 1. BACKGROUND

Radon is the second leading cause of lung cancer and responsible for an estimated 20,000 deaths per year. Nearly one in 15 homes has radon concentrations above the EPA recommended action level. The 1988 Indoor Radon Abatement Act (IRAA) specifically gives EPA the authority to conduct its National Radon program. The IRAA establishes a long-term goal that indoor air be as free from radon as the ambient air outside buildings. The law authorized funds for radon-related activities at the state and federal levels:

- Establishing state programs and providing technical assistance
- Conducting radon surveys of schools and federal buildings

- Establishing training centers and a proficiency program for firms offering radon services
- Developing a citizen's guide to radon
- Developing model construction standards.

EPA's radon program is designed to reduce radon exposure through the use of mitigation technologies in existing homes, the use of radon resistant construction in new homes, and the mitigation of radon in schools. In 2007, EPA, along with the Conference of Radiation Control Professionals and the American Association of Radon Scientists and Technologists, launched the Radon Leaders Saving Lives (RLSL) campaign with the stated goal of doubling action on radon within five years. In 2011, EPA and eight federal agencies joined efforts to more aggressively reduce radon risk through release of the Federal Radon Action Plan. With this Action Plan, the federal government is seeking to leverage and advance existing state, local and national programs to create healthier home and school environments for America's families.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: http://www.epa.gov/quality/ and http://www.epa.gov/quality/informationguidelines/index.html.

#### 2. PURPOSE

In order to meet the Radon Leaders Saving Lives (RLSL) campaign goal, EPA, its federal partners and the States must identify and implement the most effective partnerships, policies and program elements to make the program as efficient as possible in achieving radon risk reduction. The purpose of this work assignment is for the contractor to assist EPA and its partners in achieving the goals of the RLSL campaign by building stronger state programs, supporting implementation of the Federal Radon Action Plan, improving regional and national radon meetings, and developing communication tools and strategies to promote best practices.

In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an "Inherently Governmental function."

#### 3. SCOPE OF WORK

Task 1: Prepare a cost proposal and technical approach for accomplishing the work

The contractor shall submit a cost proposal to the Work Assignment Contracting

Officer's Representative within 20 calendar days of the receipt of the approved work

assignment. The cost estimate for all tasks described in this Work Assignment shall

detail the contractor's cost estimate for accomplishing the Work Assignment, including a

schedule of deliverables, estimated labor hours and ODCs. Estimates in the cost proposal

shall include travel and other costs necessary to implement the program.

#### Deliverable:

1.1 The contractor shall prepare and submit a cost proposal and technical approach within 20 calendar days of the effective date of the approved work assignment.

#### Task 2: Meeting and Technical Guidance with EPA WA COR

The contractor shall meet with the EPA WA COR (at EPA/DC) to discuss particulars concerning the cost proposal/work assignment within 15 working days of the effective date of the approved work assignment. Subsequently, the contractor shall meet on an asneeded basis to receive EPA guidance and discuss issues regarding all tasks indicated. For planning purposes, the contractor should plan on meeting weekly via phone, and at least once a month in person.

#### Deliverables:

- 2.1 The contractor shall participate in an initial meeting within 15 working days of the effective date of the approved work assignment.
- 2.2 The contractor shall participate in regular meetings and email EPA WA COR meeting notes capturing key streams of work discussed and action items within 4 working days of each meeting.
- 2.3 The contractor shall provide EPA WA COR weekly status updates that include key milestones, activities completed, budget update, contractor requests and needs, issues identified and pending work. Unless otherwise specified through technical direction, the contractor shall provide updates by Friday COB.

#### Task 3 Provide support for regional and national radon meetings (E.2. a-e, D.2. l)

The contractor shall support the planning and execution of national and regional stakeholder meetings, National Radon Meetings, EPA HQ/Regional meetings, and EPA sponsored radon stakeholder meetings with state and tribal radon officials, EPA Regional Staff, radon industry professionals, non-profits, and other radon stakeholders.

The contractor shall provide facilitation services, subject matter expertise and/or content development for events and meetings, including 2-3 regional stakeholder meetings, and the 2012 and 2013 National Radon Meetings, 2-4 National Stakeholder Dialogue meetings, 1-3 additional stakeholder events (e.g. NCSL annual meeting) and RLSL principal meetings. The contractor shall assist in developing the meeting agendas, including conducting stakeholder interviews to scope and refine agenda topics, consolidating comments received on the draft agenda, and producing a final version of the agenda. If directed by the WA COR, the contractor shall facilitate the meetings or secure the services of professional facilitators, and prepare meeting notes. In addition, if directed by the WA COR the contractor shall identify, recruit, and assemble local, regional, and national radon best practices experts to attend meetings, conferences, workshops, and symposia to address to share and promote best practices. If directed, the

contractor shall organize prep sessions for speakers and develop draft presentation materials. For cost estimate purposes, the contractor should plan to support travel for up to 5 experts located across the country. Note: All conference activities and events will adhere to Agency policies on ethics and procurement.

#### Deliverables:

- 3.1 10 days prior to scheduled meetings provide the EPA WA COR with a working agenda/facilitator's outline.
- 3.2 Contact radon stakeholders as directed by the WA COR (e.g. to receive input, receive feedback, arrange travel, and help prepare for presentations), organize prep session and/or prepare draft materials as directed at least 5 days prior to the meeting.
- 3.3 Within 5 working days of the completion of the meeting provide EPA WA COR with a draft summary of the meeting. Within 2 working days of receiving comments from the WA COR, prepare a final meeting summary.

#### Task 4 Support implementation of the Federal Radon Action Plan (E.2. a-e, D.2. l)

The contractor shall support EPA and its federal partners with implementation of the Federal Radon Action Plan (www.epa.gov/radon). Unless otherwise specified through technical direction activities will include facilitation, communication with partners via email, project planning and tracking, agenda development, preparation of meeting notes and support with implementation of activities in the Plan. The WA COR will provide the contractor with technical direction specifying type of activities required to support implementation of the Plan. At a minimum these activities will include research and development of options papers. For cost estimate purposes, the contractor should plan to support implementation of activities for which EPA has the lead.

#### Deliverables:

- **4.1** Routinely manage email correspondence with federal partners.
- 4.2 4 working days prior to scheduled meetings provide the EPA WA COR with a working agenda/facilitator's outline.
- 4.3 Within 5 working days of the completion of the meeting provide EPA WA COR with a draft summary of the meeting.
- 4.4 When directed to support implementation of the Action Plan, the contractor shall submit written deliverable within 10 working days of receipt of technical direction (unless otherwise specified in technical direction). Within 10 working days of receiving comments from EPA WA COR, the contractor shall submit a final draft.

The contractor shall submit quality objectives and a Quality Assurance Project Plan prior to any data gathering work if tasked work involves the use of environmental data from other sources or collected for other purposes, including literature, industry surveys, compilations

from computerized data bases and information systems, or results from computerized or mathematical models of environmental processes and conditions. In these cases the Contractor shall submit the necessary quality assurance documentation within 10 working days of receiving technical direction, Once approved, the Contractor shall initiate work and submit written deliverable within 10 working days. Within 10 working days of receiving comments from EPA WA COR, the contractor shall submit a final draft.

### <u>Task 5</u> Support the Radon Leaders Saving Lives Campaign (A.2. b; B.2 d-f; C.2. a,c,d,e; D.2. h-j, F.2. a-e)

The contractor shall support EPA and its partners in the implementation of the Radon Leaders Savings Lives (RLSL) Campaign. The goal of the campaign is to double national results (homes mitigated, new homes built RRNC, and lives saved) through the promotion of best practices, improved collaboration and communication between the partner organizations, and the development of new tools and strategies.

- As directed by the WA COR, the contractor shall conduct research on state, local, and tribal programs, including web searches, analyzing performance data, and conducting phone interviews. The contractor shall use this knowledge to update and maintain the Radon Change Package and other campaign materials.
- The contractor shall help plan and facilitate quarterly campaign conference calls and up to three webinars. This shall include scheduling the calls, developing agendas, and coordinating with participants and presenters. If the anticipated audience for the webinar is greater than fifty, the contractor should plan to use their in-house webinar software.
- As directed by the WA COR, the contractor shall recommend and develop communication tools to promote the campaign. This may include web-based tools, PowerPoint slides, posters, booth displays, multi-media presentations (audio and video), contests, public service campaigns, or press materials. As directed, the contractor will work with EPA's partners to support and update www.radonleaders.org.

#### Deliverables:

- 5.1 Within 10 working days of being directed to conduct research on radon programs the contractor shall report their draft findings to the WA COR.
- 5.2 5 workings days prior to any scheduled calls or webinars the contractor shall submit a draft agenda and any draft presentation materials. Within 5 days after the calls or webinars the contractor shall provide a summary of discussion.
- 5.3 As directed by the WA COR, the contractor shall recommend and develop additional communication tools to promote the RLSL campaign written within 10 working days of receipt of technical direction (unless otherwise specified in technical direction). Within 10 working days of receiving comments from EPA WA COR, the contractor shall submit a final draft.

#### 4. TIME SCHEDULE AND DELIVERABLES

The deliverables shall be due as stated below.

The contractor shall provide the WA COR with a master and an archive copy on CD-ROM of all final deliverables. All deliverables shall be compatible with ORIA equipment (Microsoft Word for basic reports and documents, PageMaker for those items which will be published and .HTML format for those items which will be inserted in EPA's website)

must also be provided upon completion of the work assignment.

Task no.	Deliverable	Due Date		
Task 1	Cost Proposal	20 calendar days after approval of W.A. by CO		
Task 2	Meeting with WA COR	15 working days after approval of WA by CO		
	Technical Guidance	Ongoing		
	Weekly Status Updates	Fridays COB Ongoing		
Task 3	Working agendas facilitator's outline for scheduled meetings.	10 days prior to scheduled meetings		
	Contact radon stakeholders	As directed by WA COR		
	Draft meeting summaries	Within 5 working days of the completion of the meeting		
Γask 4	Email correspondence	Ongoing		
	Meeting agenda	4 working days prior to scheduled meeting		
	Draft meeting summaries	Within 5 working days of the completion of the meeting		
	Draft materials to support implementation of the Action Plan	Within 10 working days of receipt of technical direction (unless otherwise specified in technical direction).		
		Final draft within 10 working days of received comments from EPA WA COR		
Γask 5	Draft research findings on radon programs.	Within 10 days of receiving direction from the WA COR.		
	Draft agenda and presentation materials for campaign calls and webinars, discussion summaries.	5 workings days prior; 5 days after		

Task no.	Deliverable	Due Date
	Shall recommend and develop additional communication tools to promote the campaign	Within 10 working days of receipt of technical direction (unless otherwise specified in technical direction).  Final draft within 10 working days of received comments from EPA WA COR

#### 5. General

Unless otherwise specified in the Work Assignment, the WA COR will review deliverables and provide comments within 20 working days after receipt of deliverable. In the event that the WA COR's review schedule cannot be met, the WA COR will notify the contractor and provide a revised estimate of the completion date for review and comments.

The WA COR is authorized to issue technical direction in accordance with the contract clauses.

As necessary, the contractor shall communicate with the WA COR to discuss progress made, any problems or obstacles encountered, and the complete status of all ongoing tasks.

The contractor shall be prepared to submit for inspection copies of all work in progress at any time as directed by the WA COR.

The contractor shall notify the Project Officer when 75% of the Work Assignment hours and/or costs have been used.

EPA				United States Environmental Protection Agency Washington, DC 20460					Work Assignment Number V-14		
	EF	A		Work Assignment					Other Amendment Number:		
Contract Number         Contract Period         10/01/2008         To         09/30/201							2013	Title of Work Assignr	ment/SF Site Nam	ne	
EP-I	EP-D-08-096 Base Option Period Number 4							Radon Leader	s Saving I	Lives	
Contra	ictor					Specif	y Section and pa	ragraph of Co	ntract SOW		
		OUP, INC.	, THE								
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Comm	ents:										
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					Aut	norized Work Assi	gnment Ceilin	ng			
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Total.						rk Plan / Cost Esti	imate Approva	als	,		
Contra	ctor WP Date	ed: 10/19	/2012			345,112.00			4,385		
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Projec	t Officer Nam	(Signate Annette		n		(Date	)		( Number:		
riojec	Conicer Nam	e Amette	Oomiso	711					nch/Mail Code:	242 0400	
							Phone Number: 202-343-9489				
Othor	Aganay Offic	(Signal	ture)			(Date	*)		( Number:		
Other	Agency Offic	iai Naille							nch/Mail Code:		
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Work Assignment	EPA CONTRACT NO. EP-D-08-096
Environmental Protection Agency	contractor Cadmus
Research Triangle Park, NC 27711	ASSIGNMENT NO. V-14
	ASSIGNMENT CHANGE NO 1
TITLE - Support for the Radon Leaders Saving Lives Campaign	DATE

This work assignment amendment is to approve the workplan dated October 19, 2012 and to cap the budget ceiling at \$165,000 for 2012 hours.

180/18

- \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.
- \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

# NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

CONTRACTING OFFICER				And the second s
ESTIMATE OF	GOVERNME	ENT ESTIMATE	CONTR	RACTOR ESTIMATE
LABOR HOURS	550 + 1462 = 2012			
DURATION OF WORK				
COMPLETION DATE				
REQUESTORS SIGNATURE		ORG CODE 6609J	<b>TELEPHONE</b> 343-9615	DATE ///30/12
APPROVALS AS APPLICABLE		SIGNATU	RE	DATE
William Long Center Director, CRAT	2 /2 / M			11/30/12
David Rowson Division Director, IED	DILL			11/3./12
Annette Johnson Project Officer	annette H John			11/30/12
Wanda Carrier Contracting Officer	Wasla Carri			12/13/12
	CONTRACTOR=S R	EPRESENTATIVE ACK	NOWLEDGEMENT	
SIGNATURE	TITLE		DATE	

EPA  Contract Number  EP-D-08-096  Contractor  CADMUS GROUP, INC., TH.  Purpose: Work Assignment  X Work Assignment	2013 ragraph of Cor	Work Assignment No V-14  Other  Title of Work Assignment Radon Leader tract SOW	X Amendm 00000 ment/SF Site Names Saving I	ne			
Work Plan Approve Comments: The purpose of this amendment 2,012 hours to 2,162 hours.	nt is to add 150 hours				From 10/01/		
Superfund	Acco	unting and Approp	priations Data	l		X	Non-Superfund
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Total:		5,000,0			2,162		
Contractor MR Dated:	0-1/5	k Plan / Cost Esti	mate Approva	105			
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Work Assignment Manager Name Katr	rin Kral				nch/Mail Code: ne Number 202-	212_0151	
(Signature)		(Data)	,			343-9434	
Project Officer Name Annette Joh	nson	(Date)	)		Number:		
Tigot dilica Name Affrece doffisor					ne Number: 202-	212-0100	
(Signature)		(Date)	)		Number: 202-	343-3469	
Other Agency Official Name		(Bate)	,		nch/Mail Code:		
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(Signature)		(Date)	)		Number:		
Contracting Official Name Wanda Ca	arrier	,,	1 1		nch/Mail Code:	3	
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(Signature)		(Date)		_	Number:		

Work Assignment	EPA CONTRACT NO. EP-D-08-096	
Environmental Protection Agency	CONTRACTOR Cadmus	
Research Triangle Park, NC 27711	ASSIGNMENT NO. V-14	
	ASSIGNMENT CHANGE NO 2	
TITLE - Support for Radon Leaders Saving Lives Campaign	DATE	

This amendment is to add 150 no cost hours to this work assignment. The total hours are 2162 = 150 + 2012.

See attached sheets.

- \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.
- \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

## NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNME	NT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	2162 = 150 + 2012		/	
DURATION OF WORK	,	Note the second		
COMPLETION DATE				
REQUESTORS SIGNATURE		ORG CODE ORIA/IED/ CRAT	<b>TELEPHONE</b> 202.343.9454	DATE 3.19.13
APPROVALS AS APPLICABLE		SIGNATU	RE	DATE
Bill Long Center Director	120	667		3/20/13
Dave Rowson Division Director	asni +	2 En	,	3/20/13
Annette Johnson Project Officer	aures	De A	Mr	3/20/13
Wanda Carrier Contracting Officer	Wasla	Cami	<i>F</i>	3/27/13
*	CONTRACTOR=S R	EPRESENTATIVE ACK	NOWLEDGEMENT	
SIGNATURE	TITLE		DATE	

EPA RTP 395 REV. 11-86

							-				
	United States Environm	ental Protection gton, DC 20460	Agency		Work Assignment N	umber					
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	VVOIKA	ssignment			Other	00000	nent Number:				
Contract Number	Contract Period 10/	01/2008 To	09/30/2	2013	Title of Work Assign						
EP-D-08-096	Base			2013	Radon Leade:						
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CADMUS GROUP, INC., TH	E										
Purpose: Work Assignment		Work Assignment (	Close-Out		Period of Performance						
X Work Assignment	Amendment	Incremental Fundir	ng								
Work Plan Approval From 10/01/2012 To 09/30/2013											
Comments:	Comments: The purpose of this amendment is to increase the cap from 2,162 hours to 2554 hours and funding from \$165,000 to										
The purpose of this amendment \$192,327.44. SRO Approval is							to				
	A000	ounting and Appro	priotiona Data			[]					
Superfund						X	Non-Superfund				
SFO (May 2)	Note: To report additional ac	counting and appropr	iations date use I	EPA Form 190	0-69A.						
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	Auti	norized Work Assi	ignment Ceilin	g							
Contract Period: 10/01/2008 To 09/30/201	Cost/Fee:	65,000	00	LOE:	2,162						
This Action:		27, 327.			392						
		2, 327.					-				
Total:					2,554						
Contractor MD Dated	Marie Company of the	rk Plan / Cost Esti	mate Approva								
Contractor WP Dated:  Cumulative Approved:	Cost/Fee:			LOE:							
Work Assignment Manager Name Katr	in Kral				nch/Mail Code:	343-9454					
(Signature)		(Data			10 110111001	343-9454					
(Signature)  Project Officer Name Annette Joh	nson	(Date	")		Number:	-					
			nch/Mail Code: ne Number: 202-	3/3-9/89							
(Signature)			Number:	343-3403							
Other Agency Official Name			nch/Mail Code:								
					ne Number:						
(Signature)		(Date	)		Number:						
Contracting Official Name Wanda Ca	arrier		, ,	Bran	nch/Mail Code:						
a anda	anne	4	124/13	Pho	ne Number: 202-	-564-0777					
(Signature)		(Date	)	FAX	Number:						

The state of the s	Vork Assignment			FD D 00 000
	_		EPA CONTRACT	No. EP-D-08-096
	nental Protection Ag		CONTRACTOR	Cadmus
Research '	Triangle Park, NC 2	27711	ASSIGNMENT NO	o. V-14
		and the second s	ASSIGNMENT CH	IANGE NO 3
TITLE - Support for Radon Leader	s Saving Lives Campai	gn	DATE	
DESCRIPTION				
This work assignment amend \$192,327.44 (\$165,000 + \$2 expended was received on Fe and hours and is at stop work SRO Approval is attached.  *The WAM/Alternate is authorized clause.  *THE CONTRACTOR IS TO NOTIFIED HAVE BEEN USED  PLEASE SIGN, DATE, AND PROVE CONTRACTING OFFICER	27,327.44) and the ebruary 21, 2013. To as of April 17, 202 morized to issue Tec	hours to 2554 (2) The work assignments  13.  CER and CO WHEN 7	162 + 392). A 75% notinent has reached its current has reached its current has reached its current has well as the current has reached its current has	dance with the contract
ESTIMATE OF	<del> </del>	MENT ESTIMATE	<del></del>	
LABOR HOURS	2,162+392 = 2554		CONTR	ACTOR ESTIMATE
DURATION OF WORK				
COMPLETION DATE				4
REQUESTORS SIGNATURE	M	ORG CODE	<b>TELEPHONE</b> 202.343.9454	DATE 4. 22.13
APPROVALS AS APPLICABLE		SIGNA	TURE	DATE
Bill Long Center Director	Bul	M		4/22/13
Dave Rowson Division Director	DL	1/		4/23/13
Annette Johnson Project Officer	Unne	Ale J	ohn	4/23/13
Wanda Carrier Contracting Officer	War	La Can	ui	4/24/13
	CONTRACTOR=S	REPRESENTATIVE AC	KNOWLEDGEMENT	
SIGNATURE	TITLE		DATE	

		\ A	U	nited Sta	tes Environm Washin	ental Prote gton, DC 20		Agency		Work As	signment N	umber		
	EF	Ά			Work A	ssignm	ent				Other		Amendm	ent Number:
Cont	ract Number			Contract	Period 10/	01/2008	То	09/30/	2013	Title of V	Vork Assign	ment/SF	Site Nam	ne
EP-	D-08-09	6		Base		Option Per	iod Nu	mber 4		Radon	Leade	rs Sav	ring 1	Lives
Cont	ractor						Specif	y Section and pa	ragraph of Co	ontract SOW				
_		DUP, INC.	, THE											
Purp	ose:	Work Assi	gnment			Work Assig	nment (	Close-Out		Period of Performance				
		X Work Assi	gnment Amend	ment		Incrementa	l Fundin	ng						
		Work Plan	Approval		ă.					From	10/01/	2012	To 09	/30/2013
The	Comments: The purpose of this amendment is to increase the funding fo rthe already approved work plan. The ceiling is now \$293,035 and 4,134 hours. All other terms and conditions remain unchanged.													
Superfund Accounting and Appropriations Data X Non-Superfund										Non-Superfund				
				Note: To re	port additional ad	counting and	appropri	iations date use	EPA Form 19	900-69A.				Tron Capanana
	FO ax 2)													
Line	DCN (Max 6)								Amount (I	Dollars)	(Cents)		Project ax 8)	Cost Org/Code (Max 7)
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Cont	ract Period:	-	Cost	/Fee:			-	gnment Ceilir		2,554	1			
		To 09/3		71 00.	192,	327.	44		LOL	2,009				
This	Action:			4		707.				4,13	0			
Tota	l:			ti	293	,035	0,	0		4,13	4			
					Wo	rk Plan / Co	st Esti	mate Approva						
Cont	ractor WP Date	ed:			Cost/Fee:				LOE	E:				
Cum	ulative Approve	ed:			Cost/Fee:	2			LOI	E:				
Work	Assignment M	lanager Name	Katrin :	Kral					Bra	anch/Mail (	Code:			
									Ph	one Numb	er 202-	343-9	454	
(Signature) (Date)							FA	X Number						
Project Officer Name Annette Johnson							Bra	anch/Mail (	Code:					
							Ph	one Numb	er: 202-	343-94	489			
(Signature) (Date)							FA	X Number:						
Other Agency Official Name							Bra	anch/Mail (	Code:					
									-	one Numb				
Cont	racting Official	(Signa	ature)		,		(Date	)		FAX Number:				
Cont	racting Official	Valle VVA	nda Co	me	0		, 1	21.2	_	anch/Mail (		F.C.1.		
		Cian	Jad	or	Carri	_	6	18113		one Numb	er: 202- 202-5			

Work A	ssignment		EPA CONTRACT NO. EP-I	D-08-096			
Environmental I	Protection Agen	су	CONTRACTOR Cadr	mus			
Research Triang	le Park, NC 277	711	ASSIGNMENT NO. V-1	ASSIGNMENT NO. V-14			
			ASSIGNMENT CHANGE NO	· 4			
TITLE - Support for Radon Leaders Saving	g Lives Campaign		DATE				
The purpose of this amendment is a continue work under Tasks 2-5 of a support the Indoor Environment Dis Federal/NGO meeting, implementa Lives Campaign via upcoming stake  *The WAM/Alternate is authorized clause.  *THE CONTRACTOR IS TO NOTIFY THE HAVE BEEN USED	the Work Assignation of the Federal engage the desired to issue Technology the Technology and the issue Technology and th	nment through Sen under theses Weral Radon Actionsments.	eptember 30, 2013. Specific ork Assignment tasks include Plan and support of the Radder this WA in accordance with the second se	de planning for a don Leaders Saving  Spalls  with the contract			
PLEASE SIGN, DATE, AND PROVIDE ESCONTRACTING OFFICER		ICE TO CONTRACT E SPACES INDICAT		СОРУ ТО ТНЕ			
ESTIMATE OF	GOVERNME	ENT ESTIMATE	CONTRACTOR E	STIMATE			
LABOR HOURS	2554 1	1580=4	134				
DURATION OF WORK							
COMPLETION DATE							
REQUESTORS SIGNATURE		ORG CODE	TELEPHONE	DATE			

ESTIMATE OF	GOVERNMI	ENT ESTIMATE	CONTRACTOR ESTIMATE				
LABOR HOURS	2554	+ 1580=4	134				
DURATION OF WORK							
COMPLETION DATE							
REQUESTORS SIGNATURE		ORG CODE 6609J	TELEPHONE 202.343.9454	DATE 5.17.13			
APPROVALS AS APPLICABLE	1	SIGNATU	TURE DAT				
Bill Long Center Director	15	el C		5/21/13			
Dave Rowson Division Director	ashu	ih he	/	5/21/13			
Annette Johnson Project Officer	Unvex	se Jel	w	5/21/13			
Wanda Carrier Contracting Officer	Words	anier		6/18/13			
	CONTRACTOR=S R	EPRESENTATIVE ACK	NOWLEDGEMENT				
SIGNATURE	TITLE		DATE				

-					-		-					
			United	States Environm	nental Protection	Agency		Work Assignment N	umber			
	F 1	2.4	Office		V-14	i)						
		PA		Work A	ssignment			Other	X Amendm	ent Number:		
000005  Contract Number   Contract Period 10/01/2008 To 09/30/2013   Title of Work Assignment/SF Site Name												
Cor	ntract Numbe	ſ	LCor	ntract Period 10	/01/2000 To	09/30/	2013	Title of Mark Assista				
	-D-08-0			10,			2013					
	ntractor		Bas	se	Option Period Null Specifi		ragraph of Cor	Radon Leaders Saving Lives				
		oup, In	c., The		- J.	, and pu	G. F. S. COI					
_	pose:		ssignment		Work Assignment (	Close-Out		Period of Performance				
		X Work A	ssignment Amendment		Incremental Funding	ng						
		一	lan Approval	L		1		From 10/01/	2012 To 09	/30/2013		
Cor	nments:			ATAMANA AMA					1	A		
	This amendment is to increase the approved budget to \$302,332 and 4,268 hours. This increase will suport completion of activities under Task 4, specifically development of an agenda for an Edders / Ally Radon meeting. All other terms											
	of activities under Task 4, specifically development of an agenda for an Federal/Ally Radon meeting. All other terms and conditions remain unchanged.											
						-						
	Supe	erfund		Acc	ounting and Appro	priations Data	1		Χ	Non-Superfund		
	SFO		Note:	To report additional ad	ccounting and appropr	iations date use	EPA Form 190	0-69A.				
	Max 2)											
<u>o</u>	DCN	Budget/F	Y Appropriation	Budget Org/Code	Program Element	Object Class	Amount (De	ollars) (Cents)	Site/Project	Cost Org/Code		
Line	(Max 6)	(Max 4)		(Max 7)	(Max 9)	(Max 4)	(-		(Max 8)	(Max 7)		
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2		X										
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5												
_				Aut	horized Work Assi	gnment Ceilir						
	ntract Period: 0 / 0 1 / 2 0 0	8 To 09	Cost/Fee: '30/2013	\$293,	035.00		LOE:	4,134				
	s Action:	.5 09/	00/2010	9	297 80			130		_		
_				+	7.00			. 54				
Tot	al:			302.	297.80 232 m			134				
					ork Plan / Cost Esti		als	-				
Cor	ntractor WP Da	ted:		Cost/Fee:			LOE:					
Cur	mulative Appro	ved:		Cost/Fee:			LOE			The second state of the se		
Wo	rk Assignment	Manager Name	Katrin Kra	1		***************************************	Brai	nch/Mail Code:				
			*				Pho	ne Number 202-	343-9454			
			gnature)		(Date	2)	FAX	Number:				
Pro	ject Officer Na	me Annet	te Johnson					nch/Mail Code:				
								ne Number: 202-	343-9489			
- 0	(Signature) (Date)							Number:				
Oth	her Agency Off	iciai Name						nch/Mail Code:				
	-							ne Number:				
Co	ntracting Officia		gnature)		(Date	9)	-	Number:				
00	macing Officia	a realine	vanda G	rier	0	1-1		nch/Mail Code:	F.C.A. C.C.B.C.			
		0	eda (	Derrie		1/30/13		ne Number: 202-5	-564-6679 65-2557			

### Work Assignment EPA CONTRACT NO. EP-D-08-096 **Environmental Protection Agency** CONTRACTOR Cadmus Research Triangle Park, NC 27711 V-14 ASSIGNMENT NO. ASSIGNMENT CHANGE NO TITLE - Support for Radon Leaders Saving Lives Campaign DATE DESCRIPTION The purpose of this amendment is to increase the cap for Work Assignment V-14 from 4,134 hours to 4,268 hours and funding from \$293,035.60 to \$302,332.60. The increase in the cap for this Work Assignment will support completion of activities under Task 4, specifically development of an agenda for an October 23, 2013 Federal/Ally radon meeting. This agenda must be completed before the end of this option year to ensure the success of this meeting. It was not possible to predict this work and therefore this need was not projected in the estimates provided by the contractor. \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause. \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER **ESTIMATE OF** GOVERNMENT ESTIMATE CONTRACTOR ESTIMATE LABOR HOURS 134 (Total hours= 4,268)

## DURATION OF WORK COMPLETION DATE REQUESTORS SIGNATURE ORG CODE TELEPHONE DATE 6609J 9.17.13 202.343.9454 APPROVALS AS APPLICABLE SIGNATURE DATE Bill Long Center Director Dave Rowson **Division Director** Annette Johnson **Project Officer Derek Davis Contracting Officer** CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT

DATE

TITLE

SIGNATURE

United States Environmental Protection Agency Washington, DC 20460  Work Assignment  Contract Number  EP-D-08-096  Base Option Period Number Contractor Cadmus Group, Inc., The  Purpose: Work Assignment Work Assignment Work Assignment Incremental Funding  Comments:									Period of	Other  k Assignr  Leader  Performance	X Am 00 nent/SF Site s Savin	Nam	ie
Comments: The purpose of this amendment is to modify the period of performance to be extended from Oct 1, 2013 to Dec 31, 2013. Please provide cost estimate. All other terms and remain unchanged.													
Superfund				Acco	ounting and A	Appro	priations Data	a				X	Non-Superfund
SFO (Max 2)	(Max 2)								900-69A. (Dollars)	(Cents)	Site/Pro	ject	Cost Org/Code
(Max 6) (Max 6)	Max 4)	Code (Max	6)	(Max 7)	(Max 9)		(Max 4)				(Max 8	3)	(Max 7)
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4			-+										
5			$\dashv$							-			
<del></del>				Auth	norized Work	Assi	gnment Ceilir	ng					
Contract Period:		Cost/	Fee:	302,2	20 14	`		LO	E: 4.3/	0			
10/01/2008 To This Action:	03/31	./2014		302/2	32,00	١			7,20	00			_
This Action.				0					O				
Total:			A.	302,2	32,00	2			4,26	Ko	*		
				Wo	rk Plan / Cos	t Esti	mate Approva	als		0			
Contractor WP Dated:				Cost/Fee:				LC	DE:				
Cumulative Approved:		7/00-00-00-00-00-00-00-00-00-00-00-00-00-		Cost/Fee:				LC	DE:		,		
Work Assignment Manager	r Name	Katrin F	ral				-	В	ranch/Mail Co	de:			
								Р	hone Number	202-	343-945	4	
	(Signat				_	(Date	)	F	AX Number:				
Project Officer Name Annette Johnson							ranch/Mail Co						
						P	hone Number	: 202-	343-948	9			
(Signature) (Date)  Other Agency Official Name								AX Number:					
Other Agency Official Nam	ie							_	ranch/Mail Co				
	(Signat	ture)				(Dete	1		AX Number	:			
Contracting Official Name	lala	nda C	China			(Date	)		AX Number: ranch/Mail Co	de.			
16	) Co	1		Cy.		0	1221		hone Number		564-66	7 a	
	(Signat	ture)		rec		(Date	127/13	,			65-2557	_	

# Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711 ASSIGNMENT NO. V-14 ASSIGNMENT CHANGE NO TITLE: Support for the Radon Leaders Saving Lives Campaign EPA CONTRACT NO. EP-D-08-096 CONTRACT NO. EP-D-08-096 CONTRACT NO. EP-D-08-096 ASSIGNMENT NO. V-14 ASSIGNMENT CHANGE NO DATE

#### DESCRIPTION

The purpose of this amendment is to modify the period of performance for WA V-5. The period of performance will be extended from 10/1/13 - 12/31/13. All other terms and conditions remain unchanged.

- \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.
- \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

# NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNMI	ENT ESTIMATE	CONTRACTOR ESTIMATE			
LABOR HOURS						
DURATION OF WORK	3 months					
COMPLETION DATE	12/31/13					
REQUESTORS SIGNATURE Katrin Kral	(el)	ORG CODE 6609J	TELEPHONE 202-343-9443	DATE 9-12-13		
APPROVALS AS APPLICABLE	0	SIGNATU	JRE	DATE		
Bill Long Center for Radon and Air Toxics	Bul	l Cons		9/17/13		
Dave Rowson Division Director	DI 1	1		9/17/13		
Annette Johnson Project Officer	arnos	e John	ser	9/18/13		
Wanda Carrier Contracting Officer	Ward	a Cani		9/27/13		
	CONTRACTOR=S R	EPRESENTATIVE ACK	NOWLEDGEMENT			
SIGNATURE	TITLE		DATE			
EPA RTP 305 REV 11-86						

EPA RTP 395 REV, 11-86

							-				
	United States E		Work Assignment Nu	umber							
ED 4	United States E		V-14								
EPA	W	ork Assigni	ment			Other	X Amendm	ent Number:			
	•••						00000				
Contract Number	Contract Perio	od 10/01/200	)8 To	03/31/2	2014	Title of Work Assignr					
EP-D-08-096		10/01/200			7014	_					
Contractor	Base	Option P	eriod Nur Specify	nber 4 Section and par	ragraph of Con	RLSL Campaig	111				
Cadmus Group, Inc.,	The		- Pooling	pu	3						
Purpose: Work Assignm		Work Ass	signment C	lose-Out		Period of Performance					
	ent Amendment		ntal Funding								
		indefine	nai i unuli	9		From 10/01/2012 To 12/31/2013					
Work Plan Approval  Comments:											
The purpose of this amendment is to approve Cadmus' cost proposal dated November 13, 2013 for 965 hours and \$78,032											
for the extension. All o	for the extension. All other terms and conditions remain unchanged.										
Superfund Accounting and Appropriations Data X Non-Superfund											
	Note: To report a	dditional accounting an	nd appropri	ations date use l	EPA Form 190	0-69A.					
SFO (Max 2)											
			- Flancis	Ohio et Oler	Amazza (5	ollare) (Casta)	Site/Project	Cost Org/Code			
⊕ DCN Budget/FY ☐ (Max 6) (Max 4)	Appropriation Budget C Code (Max 6) (M		Element ax 9)	Object Class (Max 4)	Amount (De	ollars) (Cents)	(Max 8)	(Max 7)			
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4											
5											
ř — — — — — — — — — — — — — — — — — — —		Authorized W	Vork Assi	gnment Ceilin	ng						
Contract Period:	Cost/Fee: 433		-			4.262					
10/01/2008 To 03/31/	2014	02,232,				965					
This Action:		18,032,0	00			102					
	\$ 2	18,032,0 80,264,	(0)			4,268 965		-			
Total:	, 3			mata A	-	1239					
Control of M.D. D. L. L.			Cost Esti	mate Approva	105						
Contractor WP Dated:		t/Fee:			LOE						
Cumulative Approved:		st/Fee:									
Work Assignment Manager Name Ka	atrin Kral					nch/Mail Code:	212 0151				
							343-9454				
(Signature			(Date	)		( Number:					
Project Officer Name Annette		nch/Mail Code:	242 0400								
		one Number: 202-	343-9489								
(Signature		( Number:									
Other Agency Official Name						nch/Mail Code:					
		**				one Number:					
(Signature			(Date	)		Number:					
Contracting Official Name Wanda	Carrier		10	1,1,0			-564-0777				
Wade	(ani		12	118 13		one Number: 202	-564-0///				
(Signature	9)		(Date	)	FAX	( Number:					

Work Assignment	EPA CONTRACT NO. EP-D-08-096
Environmental Protection Agency	CONTRACTOR Cadmus
Research Triangle Park, NC 27711	ASSIGNMENT NO. V-14
	ASSIGNMENT CHANGE NO
TITLE Support for the Radon Leaders Saving Lives Campaign	DATE

#### DESCRIPTION

This modification approves the cost estimate of \$78,032 and 965 hours submitted by The Cadmus Group on November 13, 2013 for the extension.

\*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.

\*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

# NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNME	ENT ESTIMATE	CONTRACTOR ESTIMATE			
LABOR HOURS	4,268+965=5,23	3				
DURATION OF WORK	3 months					
COMPLETION DATE	12/31/13					
REQUESTORS SIGNATURE Katrin Kral	K	ORG CODE 6609J	TELEPHONE 202-343-9454	DATE 12/03/13		
APPROVALS AS APPLICABLE	1	SIGNATU	JRE	DATE		
Bill Long Center Director	Beel			12/3/13		
Dave Rowson Division Director	asnis	2 Few		12/3/13		
Annette Johnson Project Officer	annex	te John	rsi	12/3/13		
Wanda Carrier Contracting Officer	Warda	Carri		12/16/13		
	CONTRACTOR=S R	EPRESENTATIVE ACK	NOWLEDGEMENT			
SIGNATURE	TITLE		DATE			

EPA RTP 395 REV. 11-86

United States Environmental Protection Agency Washington, DC 20460									Work A	ssignment N	umber	
	Er	A		Wor	k As	signment				Other	Amendn	nent Number:
Contract Nu	umber			Contract Period	10/0	01/2008 To	09/30/	2013	Title of	Work Assign	ment/SF Site Nan	ne
EP-D-08	8-09	6		Base		Option Period Nur	mber 4		Bldg	Related	d Technica	l Guidanc
Contractor						Specify	Section and pa	ragraph	of Contract SO	N		
CADMUS	GRO	UP, INC.	, THE						,			
Purpose:		X Work Assig	nment			Work Assignment C	Close-Out		Perio	d of Performan	ce	
	ĺ	Work Assic	nment Amend	ment	$\sqcap$	Incremental Fundin	a					
Work Plan Approval   From 10/01/2012 To 09/30/									/30/2013			
Comments:		-6 +1-1										
				ent is to ini ation of this		work. The co	ontractor s	snall	submit a	new cost e	estimate and	work
-						-						
	Superf	und			Accou	unting and Approp	priations Data	ı	Tr.		X	Non-Superfund
SFO (Max 2)				Note: To report additi	onal acc	ounting and appropri	ations date use	EPA Fo	rm 1900-69A.			
e DC		Budget/FY (Max 4)	Appropriat			Program Element (Max 9)	Object Class (Max 4)	Amo	ount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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					Auth	orized Work Assi	gnment Ceilin	g				THE PROPERTY OF PERSONS ASSESSMENT OF PERSONS ASSESSMENT
Contract Per		To 09/30	Cost	/Fee:					LOE: 0			
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Contractor W	NP Date	ed:		Cost/Fe	OF REAL PROPERTY.	CTIGITY GOOD EST	mate / tpprove		LOE:			
Cumulative A				Cost/Fe					LOE:			
			_								-	
Work Assigni	ment M	anager Name	Laureen	Burton				-	Branch/Mail		242 0020	
_								_			343-9032	WITH THE STREET STREET
D : 105		(Signal				(Date)	)		FAX Number	er:	_	
Project Officer Name Annette Johnson							Branch/Mail		water and the same of the same			
							Phone Num	ber: 202-	343-9489			
(Signature) (Date)								FAX Number	er:			
Other Agenc	cy Offici	al Name							Branch/Mail	Code:		
									Phone Num	ber:		
		(Signal				(Date)	)		FAX Number	er:		
Contracting (	Official	Name Wand	la Carri	er			/ /		Branch/Mail			
	·l	Mard	a Ca	ni		9	125/12	1	Phone Num	ber: 202-	-564-0777	
		(Signal	ture)			(Date)	33/10	<u> </u>	FAX Number	er:		

Work Assignment	EPA CONTRACT NO. EP-D-08-096
Environmental Protection Agency	CONTRACTOR Cadmus
Research Triangle Park, NC 27711	ASSIGNMENT NO. V- 15
	ASSIGNMENT CHANGE NO
TITLE - Support for Building Related Technical Guidance	DATE
This work does not duplicate the efforts of any previous work assign required for this WA.  *The WAM/Alternate is authorized to issue Technical Direction und	73/88/13
clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% HAVE BEEN USED	
NOTICE TO CONTRACT	OP

NOTICE TO CONTRACTOR
PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE
CONTRACTING OFFICER

ESTIMATE OF	GOVERNMEN	NT ESTIMATE	CONTRACTOR ESTIMATE				
LABOR HOURS							
DURATION OF WORK	12 m	onths	1				
COMPLETION DATE	Sept 30	), 2013					
Laureen E. Burton	11 0	ORG CODE 6609J	TELEPHONE 202-343-9032	8-16-12			
APPROVALS AS APPLICABLE		SIGNAT	TURE	DATE			
Laura Kolb Center Director	58	$\Re$		8/22/12			
Dave Rowson Division Director	SHA			3/23/12			
Annette Johnson Project Officer	Musk	John	180	8/29/18			
Wanda Carrier Contracting Officer	Wards	r Cani		9/20/12			
	CONTRACTOR=S REP	RESENTATIVE AC	KNOWLEDGEMENT				
SIGNATURE	TITLE		DATE				

Date:

#### WORK ASSIGNMENT

CONTRACTOR:

The Cadmus Group, Inc.

CONTRACT NUMBER:

EP-D-08-096

WORK ASSIGNMENT NO:

V-15

WORK ASSIGNMENT TITLE:

Support for Building Related Technical Guidance

MANAGER: Name:

Laureen Burton

Division:

OAR/ORIA/IED

Mail Code: 6609J

Address:

EPA, 1200 Pennsylvania Ave., NW.

Washington, DC 20460

Phone:

202 343-9032

LEVEL OF EFFORT:

Hours

PERIOD OF PERFORMANCE: October 1, 2012 through September 30, 2013

In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an inherently governmental function.

#### 1. BACKGROUND

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gave EPA broad authority to conduct research on indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, and local levels. The EPA, Indoor Environments Division (IED) works with all levels of government, with other Agencies and organizations at the federal level, and with other nations to promote effective approaches to identify and solve indoor air quality problems.

For this work assignment, tasks may involve work on multiple building types including homes, multifamily dwellings, commercial and public buildings, schools, shelters, etc. and requires staff with experience and expertise with indoor air quality (IAQ); building related technical codes and standards; building science including experience related to building design, construction, architecture, engineering, green buildings, energy efficiency, and energy retrofit programs; and, scientific/technical research and writing.

In carrying out support activities under this work assignment, the contractor is to refrain from either developing or interpreting EPA policy, and is to communicate only those policies conveyed by EPA for dissemination to customers. Contract personnel are to identify themselves in all dealings with the public (written and oral) as contractors to EPA who are providing an information distribution service. The contractor and any

subcontractors approved for this work shall identify any areas of potential conflict of interest with any organization or group in which materials are being reviewed or to which the contractor is being task to distribute information. Finally, the contractor shall conform to all requirements regarding printing and duplication materials as defined in Title 1 of U.S. GPO Government Printing and Binding Regulations, No. 25, November 1987.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: http://www.epa.gov/quality/ and http://www.epa.gov/quality/informationguidelines/index.html.

This Work Assignment is a follow on EPA Contract No. EP-D-08-096 Work Assignments III-24 and IV-13.

#### 2. SCOPE OF WORK

# Task 1: Prepare a cost estimate. Technical approaches shall be developed as requested by the WAM.

A cost estimate shall be developed and submitted to the Work Assignment Manager within 20 calendar days of the effective date of the work assignment. The cost estimate shall detail the contractor's fiscal approach for accomplishing the work under the Work Assignment on a task-by-task basis including an estimate of labor hours with relevant Other Direct Cost's (ODC). As this work continues work based on planning done under WA IV-13 and due to the dynamic planning nature of the individual project details, no work plan is needed at this time. As needed and requested by the WAM through technical direction, the contractor shall provide technical approach with detailed information on accomplishing each specific project, including schedule of deliverables, staffing plans, with statements of experience, estimated labor hours and costs.

## Task 2: Guidance and Technical Meetings.

Upon approval of the cost estimate, the contractor shall attend between four to six meetings with EPA WAM and other appropriate persons to receive EPA guidance and discuss technical issues regarding all tasks indicated. Specific time and dates will be determined by the WAM through technical direction in consultation with the contractor. Each meeting shall be approximately one to two hours in duration. These meeting may be in-person or via phone as determined through technical direction by the WAM in consultation with the contractor.

#### Deliverables:

The contractor shall attend between four and six guidance and technical issue meetings with WAM and other identified EPA staff. Upon direction by WAM, the contractor will prepare and deliver reports and/or summaries of meetings no more than two pages in length within five business days of the meeting.

Task 3:

Provide support for IAQ-related evaluation and/or development of building related guidances, specifications, protocols or other technical materials SOW A2(a), D2(a).

The contractor shall provide support for the evaluation, editing and/or development of IAQ and building related guidances, standards, codes, specifications, protocols or other technical materials through research, review and assessment of relevant building and building science related policy and technical literature. The contractor shall provide technical writing and analysis of existing data on a given topic, if necessary. Any data used in this project whether new or existing should be based on a valid quality assurance project plan (QAPP) and approved by WAM or appropriate EPA staff prior to use.

The nature of this service shall include identifying sources of information, obtaining, compiling and performing quantitative/qualitative analysis of identified information, providing technical support and production of written hard-copy or electronic summary, technical presentations and final reports as directed. This task may also include distribution and response to public comments, and development of final documents.

As directed, the contractor will provide logistical and administrative support for production of consensus-based standards and codes related to these subjects. Support may include organizing meetings with standards or codes committee members, keeping and sharing notes and minutes, compiling comments, providing up to four approximately five page summaries to WAM as directed on status of groups, and organizing and submitting proposals on code changes to international residential code and/or international building code. Technical writing support will be documented by providing at least two summaries of contributions to WAM as directed. Up to five reports of approximately ten pages or less may be required. The specific format and content of each report shall be determined in consultation with the WAM.

#### Deliverables:

For the purposes of the cost estimate, assume that this includes the standards and codes work discussed and planned as part of WA IV-13 as well as additional research and analysis related to building construction, architecture, engineering, green buildings, energy efficiency, energy retrofit programs, and policy on a wide range of indoor air

quality issues, and up to five 10 page related technical deliverables written in style appropriate for the intended audience as directed by the WAM.

## Task 4: Program Meetings/Conferences Applicable SOW Sections: D2(c,l) & E2

The contractor shall provide logistical support as directed by the WAM through technical direction in planning and implementing up to 10 meetings, workgroups, conference calls, webinars, etc., where project-specific events, updates, and other information that would be useful are the topic(s) of discussion or presentation. These meetings may include standards and codes committee working conferences as well as necessary stakeholder consensus exercises to ensure all parties understand outcomes and roles. The contractor shall provide travel and lodging support as directed by the WAM through technical direction for one staff member for presentation and participation in codes development hearings, if necessary. No remuneration or honorarium, or payment for services will be included.

#### Deliverables:

For purposes of the cost estimate, the contractor shall assume support (e.g., agenda development, prospective participant identification and invitation, meeting minutes, and other similar activities) for up to 10 meetings or conference calls upon notification from the WAM. Events will typically last from one to three hours. The contractor shall attend meetings as directed within the Metro Washington DC.

The Contractor shall also schedule as directed by WAM and arrange for travel and lodging for one staff member to participate in codes development hearings, if necessary. No remuneration or honorarium will be included.

#### 3. TIME SCHEDULE AND DELIVERABLES

The deliverables shall be due as agreed between WAM and contractor roughly following the schedule below. The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Unless otherwise mutually arranged, written documents must be submitted in Word, camera ready publications/documents in Adobe InDesign, web publications in HTML. All original materials retrieved (articles, books, reports, etc) and all originals will be submitted to WAM prior to the end of the contract.

TASK NO:	DELIVERABLE	<u>DUE DATE</u>
1	Cost estimate	20 calendar days after WA effective date
2	Guidance and Technical Meetings	Ongoing, based on technical direction, but no later than 9/30/2013

Evaluation and/or development of building related guidances, specifications, protocols or other technical materials

Ongoing, based on technical direction, but no later than 9/30/2013

4 Program meetings/conferences

Ongoing, based on technical direction, but no later than 9/30/2013

#### GENERAL

- Unless otherwise specified in the Work Assignment, the WAM will review
  deliverables and provide comments within 20 calendar days after receipt of
  deliverable. In the event that the WAM's review schedule cannot be met, the
  WAM will notify the contractor and provide a revised estimate of the completion
  date for review and comments.
- The WAM is authorized to issue technical direction in accordance with the contract clauses.
- As necessary, the Contractor shall communicate with the WAM to discuss progress made, any problems or obstacles encountered, and the complete status of all ongoing tasks.
- The Contractor shall be prepared to submit for inspection copies of all work in progress at any time as directed by the WAM.
- The Contractor shall notify the Project Officer when 75% of the Work Assignment hours and/or costs have been used.

EPA		mental Protection ngton, DC 20460 Assignment			Work Assignment Number V-15  Other Amendment Number:			
Contract Number	Contract Period 10	/01/2008 To	09/30/	2013	Title of Work Assign	ment/SE Site Nam	10	
EP-D-08-096	Base	Option Period Nu		2013	Building Te			
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Purpose: Work Assignment	Г	Work Assignment	Close-Out		Period of Performan	nce	7.	
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050	Note: To report additional a	accounting and appropri	riations date use	EPA Form 190	00-69A.			
SFO ( <i>Max 2</i> )								
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Contractor WP Dated: 10/19/2012	Cost/Fee:	39,772.00		LOE	476			
Cumulative Approved:	Cost/Fee:	\$39,772.00			: 476			
Work Assignment Manager Name Laure	en Burton			Bra	nch/Mail Code:			
		*				-343-9032		
(Signature)		(Date	9)	_	( Number:			
Project Officer Name Annette John	son	(1000	-7		nch/Mail Code:			
			ne Number: 202-	343-9489				
(Signature)			( Number:	343 3403				
Other Agency Official Name		(Date	,		nch/Mail Code:			
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(Signature)		(Date	9)		Number:			
Contracting Official Name Wanda Car	rier	(Date	,		nch/Mail Code:		-	
1 Doda		1-	2/12/10		ne Number: 202	-564-0777		
(Signature)	Lance	(Date	0/13/10		Number:	001 0111		

Work Assignment	EPA CONTRACT NO. EP-D-08-096
Environmental Protection Agency	CONTRACTOR Cadmus
Research Triangle Park, NC 27711	ASSIGNMENT NO. V-15
	ASSIGNMENT CHANGE NO 1
TITLE - Support for Building Related Technical Guidance	DATE
DESCRIPTION	
This work assignment amendment is to approve the workplan dated Octo 476 hours.	ober 19, 2012 and the budget at \$ for $3772.00$

- \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.
- \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

# NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNME	ENT ESTIMATE	CONTRACTOR ESTIMATE				
LABOR HOURS	220 + 256 = 4	76	·	*			
DURATION OF WORK							
COMPLETION DATE							
REQUESTORS SIGNATURE TO	aureen Burt	ORG CODE 6609J	<b>TELEPHONE</b> 343-9032	DATE / 130/12			
APPROVALS AS APPLICABLE		SIGNAT	URE	DATE			
Laura Kolb		01		11/2/2			
Center Director, CSA				1750/12			
David Rowson Division Director, IED	S.	11		11/30/12			
Annette Johnson Project Officer	anne	Ac,	The	11/30/12			
Wanda Carrier Contracting Officer	1-20	ach E	Keni	12/13/12			
	CONTRACTOR=S RI	EPRESENTATIVE ACK	CNOWLEDGEMENT				
SIGNATURE	TITLE		DATE				
EPA RTP 395 REV. 11-86							

				U	United States Environmental Protection Agency						Work As	Work Assignment Number V-15				
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Work A	ssignment	EPA CONTRACT NO. E	EPA CONTRACT NO. EP-D-08-096					
Environmental	Protection Ager	ney	CONTRACTOR C	admus				
Research Triang	gle Park, NC 27	711	ASSIGNMENT NO.	1-16				
			ASSIGNMENT CHANGE	E NO				
TITLE - Multifamily Housing Weath Protocol Development	nerization / Wor	kforce Retrofit	DATE	DATE				
DESCRIPTION								
*The WAM/Alternate is authorize clause.  *THE CONTRACTOR IS TO NOTIFY THE HAVE BEEN USED  PLEASE SIGN, DATE, AND PROVIDE ELECTRACTING OFFICER	d to issue Techr	nical Direction v	under this WA in accordances of the WORK ASSIGNMENT	ce with the contract T HOURS AND/OR COSTS				
ESTIMATE OF	GOVERNME	ENT ESTIMATE	CONTRACTO	DR ESTIMATE				
LABOR HOURS				ACESTINATED				
DURATION OF WORK	12 months							
COMPLETION DATE	September 30	, 2013						
Sheila Brown Meila B	roun	ORG CODE 6609J	TELEPHONE (202) 343-9439	B/23/2012				
APPROVALS AS APPLICABLE		SIGNAT	TURE	DATE				

DURATION OF WORK	12 months			
COMPLETION DATE	September 3	0, 2013		
Sheila Brown	Brown	ORG CODE 6609J	TELEPHONE (202) 343-9439	B/23/2012
APPROVALS AS APPLICABLE		SIGNA	TURE	DATE
Laura Kolb Center Director		Ple	8/27/12	
Dave Rowson Division Director	a Of	11	8/4/12	
Annette Johnson Project Officer	Unnet	Je All	dur	8/29/12
Wanda Carrier Contracting Officer	Was	la Cami		9/26/12
	CONTRACTOR=S	REPRESENTATIVE AC	CKNOWLEDGEMENT	
SIGNATURE	TITLE		DATE	
EPA RTP 395 REV. 11-86				

WORK ASSIGNMENT

CONTRACTOR:

The Cadmus Group, Inc.

CONTRACT NUMBER:

EP-D-08-096

WORK ASSIGNMENT NO:

V-16

TITLE:

Multifamily Housing Weatherization and Workforce

Retrofit Protocols Development

WORK ASSIGNMENT

MANAGER:

Sheila Brown

Indoor Environments Division

U.S. EPA, 6609J

Washington D.C. 20460

202-343-9439

ALTERNATE WORK

ASSIGNMENT MANAGER:

Chris Patkowski

Indoor Environments Division

U.S. EPA, 6609J

Washington D.C. 20460

202-343-9016

LEVEL OF EFFORT:

hours

PERIOD OF PERFORMANCE: October 1, 2012 through September 30, 2013

In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an Inherently Governmental function.

#### I. BACKGROUND

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gave EPA broad authorization to coordinate research in indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, and local levels. The main objectives of the Indoor Environments program include the protection of public health by promoting healthy environments; development and implementation of control strategies which would prevent, diagnose, abate, and mitigate indoor pollution, including the development and dissemination of guidance on those aspects of building design and construction, operation and maintenance that affect the indoor environment; and the development and dissemination of information to educate key audiences about indoor air pollution and its associated health risks, mitigation, and control strategies. Using the best science available, the Division develops and disseminates information, guidance and solution-oriented technologies and serves as a catalyst for action by guiding research, using innovative and creative risk communication tools and by building public-private partnerships.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: http://www.epa.gov/quality/ and http://www.epa.gov/quality/informationguidelines/index.html.

#### II. PURPOSE

EPA is in the process of determining how best to coordinate and use its influence and expertise to help guide the green building movement toward improved environmental outcomes consistent with EPA's goals. Key EPA activities include:

- Develop targeted EPA guidance & specification documents and programs for high priority building sectors (e.g., homes, schools, multifamily buildings, offices)
- Communicate publicly about EPA's recommended practices and promote programs that help the public to adopt best practices
- Develop EPA-wide recommendations for green building minimum criteria and best practices

All of these activities require EPA to sort out the difficult questions surrounding the definition of green buildings and how indoor air quality relates. Today, the definition used by the green building movement (and EPA) is complicated by a variety of standards, with some conflicts and ambiguities in key areas. In particular, most green building standards and programs lack minimum requirements for indoor air quality, usually in favor of flexible credits for other environmental or energy considerations. While this flexibility allows for easy adoption by industry, the outcomes are uncertain. EPA remains concerned that buildings touted as green and healthy may not be healthy at all. There is considerable evidence that indoor air quality can be significantly compromised if best practices are ignored or improperly implemented. An EPA green building task group is working towards development of detailed green building recommendations for EPA to use to influence the standards used by the green building movement.

The purpose of this Work Assignment (WA) is to assist EPA in developing guidance, specifications, and protocols for multifamily dwellings or housing related to indoor air quality, for use in green building and/or energy efficiency standards development and related activities. Since existing EPA guidance for single family homes cannot be used for multifamily housing, in part, because there are differences in the building structures, operations and maintenance, there will also be some differences between single family and multifamily guidance. The primary purpose of all these activities is to help building professionals incorporate indoor air quality features and protections into their construction, renovation, and retrofit projects. Therefore, standard specifications and related protocols must be clear, feasible, and verifiable. This effort may also include assistance in preparing materials for briefings and presentations, preparing materials for public review/comment and follow-up activities, developing implementation tools to support the protocols (e.g., forms, checklists and worksheets), limited market research related to feasibility and potential refinements to the protocols, and the potential for limited field work to

support these activities. Work conducted under this work assignment shall not be duplicative of any work done under previous work assignments.

#### III. SCOPE OF WORK

## <u>Task 1</u>: Prepare work plan and cost proposal showing how the contractor will accomplish the work.

## This work assignment is a follow-on to work assignment IV-20.

The work plan/cost estimate shall be submitted to the Work Assignment Manager (WAM) within 20 calendar days of the effective date of the work assignment. The work plan/cost estimate shall detail the contractor's approach for accomplishing the Work Assignment, including a schedule of deliverables, staffing plan, with statements of experience, estimated labor hours and a detailed cost proposal, with relevant ODC's, on a task by task basis.

## Task 2: Meetings and Technical Communications with WAM

The Contractor shall meet with the EPA WAM to discuss particulars concerning the work assignment within 10 calendar days of approval of this work assignment. Subsequently, the Contractor shall meet in person or through conference calls with the EPA WAM on a monthly basis to receive EPA guidance and discuss issues regarding all tasks indicated. The times and dates for the monthly meetings or conference calls shall be determined by the EPA WAM in coordination with the contractor. The contractor shall communicate informally via phone or e-mail with the WAM on an as-needed basis.

Contractor shall also plan for up to three 1-2 day working meetings, involving appropriate subcontractors and indoor air quality experts, and other federal agencies as needed to facilitate rapid progress on activities assigned under Tasks 3, 4 and 5. These meetings shall be facilitated as appropriate.

# <u>Task 3</u>: Guidance and Specification Development Support Applicable sections: B2(a, e), D2(a, c)

The contractor shall provide assistance in developing guidance, specifications, and protocols for multifamily dwellings or housing related to indoor air quality, for EPA to use in green building standards development and related activities. This work requires significant involvement by indoor air quality experts and experienced technical editors (more than 10 years experience). This work shall not duplicate any work done under other work assignments, but it may involve revisions to materials developed by EPA, Cadmus (under other work assignments), or other organizations (with appropriate permissions).

Upon receipt of technical direction from the WAM, the contractor shall provide project plans and time lines for each deliverable as needed and specified by the WAM. Unless otherwise specified or pre-approved by the WAM, two hard copies and one electronic copy of each deliverable must

be provided. The contractor shall recommend document format and layout to maximize accessibility and facilitate review of the draft materials. The format of EPA website content developed under this task shall be compatible with all EPA website requirements. If additional pertinent skills or products are found to be necessary; the contractor shall inform the WAM of their intent to include the additional skills or products in the evaluation and will obtain approval for such inclusion.

Documents anticipated to be developed under this WA include, but are not limited to, the following:

- Evaluation of existing industry standards and guidelines that are related to and may be referenced by the documents developed under this WA (e.g., DOE weatherization guidelines, ANSI and ASTM standards, Building Performance Institute Standards).
- "Healthy Indoor Environment Protocols for Multifamily Housing Energy Upgrades".
   Protocols for renovations of existing multifamily housing units, additional protocols for operations/maintenance in existing multifamily housing units and protocols for construction of new multifamily housing units.
- Implementation tools (such as assessment forms, checklists, worksheets, etc.) to support
  the guidance and specifications developed under the WA. These tools are to address
  issues such as moisture control, ventilation, and other health related topics identified
  during the performance of the WA.

Note: This work should include documentation addressing the quality and relevance of the scientific and technical information as outlined on page 4 in the Science Policy Council "Assessment Factors" <a href="http://www.epa.gov/spc/pdfs/assess2.pdf">http://www.epa.gov/spc/pdfs/assess2.pdf</a>. The documentation should also document how the assessment was performed.

<u>Task 4</u>: Marketing and Outreach Applicable sections: C2(a, e), D2(a, d, e)

The contractor shall assist with special projects that support the WA objectives. This may include, but is not limited to assistance in preparing draft materials for briefings and presentations, preparing materials for public review and comment, market research related to feasibility and availability of existing protocols, and field work to support these activities. In some cases, this work will require significant involvement by indoor air quality experts. This Task is intended to supplement other related guidance development and program support activities. Activities must be coordinated to prevent unnecessary duplication of effort.

Upon receipt of technical direction from the WAM, the contractor shall provide project plans and time lines for each deliverable as needed and specified by the WAM. Unless otherwise specified or pre-approved by the WAM, two hard copies and one electronic copy of each deliverable must be provided. The contractor shall recommend document format and layout to maximize accessibility and facilitate review of the draft materials. The format of EPA website content developed under this task shall be compatible with all EPA website requirements. If additional pertinent skills or products are found to be necessary, the contractor shall inform the WAM of

their intent to include the additional skills or products in the evaluation and will obtain approval for such inclusion.

Examples of work that may be undertaken during this task include, but are not limited to, the following:

- Development of a strategic plan for communications, marketing, outreach and stakeholder engagements for documents developed in Task 3.
- Develop communications strategic plan for establishing and managing the public review and comment process for documents developed in Task 3.
- Development of implementation tools and resources for documents developed in Task 3.
- Conduct market research related to feasibility and ability to implement existing protocols in support of Task 3 activities.
- Develop draft training materials to support and encourage the use of guidance and specifications developed under this WA.
- Provide expertise and technical support for organizations or programs that agree to pilot test EPA guidance related to this WA.
- Propose, and evaluate the merits of, potential future revisions to the guidance, specifications, and protocols developed under this WA.
- Develop draft briefings and presentations related to this work assignment.
- Test new guidance, specifications, and protocols in the field, as appropriate, to assess feasibility of implementation and effectiveness of recommended actions in support of Task 3 activities.

Note: Prior to any effort involving analysis of existing or secondary data, or direct measurements and analysis of environmental data, the contractor shall submit a Quality Assurance Project Plan (QAPP) to the WAM for review. The contractor shall address the WAM's comments and submit a final QAPP for approval by the WAM.

# <u>Task 5</u>: Support Public Review and Comment Periods of Multifamily Housing Weatherization and Workforce Retrofit Protocols

Applicable sections: C2(a, e), D2(a, d, e)

Upon the receipt of input on the Multifamily Housing Weatherization and Workforce Retrofit Protocols from EPA, the contractor shall support the public review and comment periods of the Multifamily Housing Weatherization and Workforce Retrofit Protocols. The contractor shall develop a process/strategy to engage stakeholders on the guidance specifications. The process/strategy may include, but is not limited to providing stakeholders an opportunity to comment, compiling comments and making refinements based on comments. The contractor shall then analyze and evaluate comments made by the stakeholders on the Multifamily Housing Weatherization and Workforce Retrofit Protocols. The comments obtained through public review and comment will then be submitted to EPA, and following instruction from the EPA WAM, the contractor shall support the development of final Multifamily Housing Weatherization and Workforce Retrofit Protocols.

Upon receipt of technical direction from the WAM, the contractor shall provide project plans and time

lines for each deliverable as needed and specified by the WAM. Unless otherwise specified or preapproved by the WAM, two hard copies and one electronic copy of each deliverable must be provided. The contractor shall recommend document format and layout to maximize accessibility and facilitate review of the draft materials. The format of EPA website content developed under this task shall be compatible with all EPA website requirements. If additional pertinent skills or products are found to be necessary, the contractor shall inform the WAM of their intent to include the additional skills or products in the evaluation and will obtain approval for such inclusion.

Examples of work that many be undertaken during this task include, but are not limited to, the following:

- Prepare materials for public review and comment periods and assist EPA in managing the public review and comment process for documents developed in Task 3, and perform follow-up activities as needed to clarify and address comments provided by reviewers. Maintain documentation of public review comments.
- Provide an outline and summary of the feedback obtained from the stakeholders during the public review and comment periods.
- Provide technical support for the development of final Multifamily Housing Weatherization and Workforce Retrofit Protocols based on public review and comments.

#### IV. DELIVERABLE INFORMATION

The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Associated electronic files compatible with ORIA equipment (Microsoft Word for basic reports and documents, PageMaker / Adobe in Design/ Adobe Illustrator for those items which will be published, and HTML format for those items which will be inserted in EPA's website) must also be provided upon completion of the work assignment.

TASK	DELIVERABLE	DUE DATE
1	Work Plan and Cost Proposal (all Tasks)	Within 20 calendar days of the effective date of the WA
2	Meeting Summaries including attendance and action plans	As needed, but before Sept. 30, 2013
3-5	Time lines to be determined	The time line of these tasks will be determined through discussion between the contractor and the WAM, taking into consideration the progress of the other tasks, and defined through technical direction from the WAM.
3-5	Draft documents or materials to be determined	Per WAM technical direction
5	Collect responses from stakeholders during the public review and comment periods and provide summary of responses to EPA	Per WAM technical direction
5	Support EPA in development of final Multifamily Housing Weatherization and Workforce Retrofit Protocols	Per WAM technical direction

EPA	United States Environme Washing <b>Work As</b>			Work Assignment NuV-16		ent Number:		
Contract Number	Contract Period 10/	01/2008 To	09/30/2	2013	Title of Work Assignn	nont/CE Site Nam		
EP-D-08-096	10,			2013	-			
Contractor	Base	Option Period Nur	mber 4 y Section and par	regraph of Con	Multifamily	Housing we	atheriza	
CADMUS GROUP, INC., THE		Орсскі	y Section and par	ragraph or oo.	lifact 50 vv			
Purpose: Work Assignment		Work Assignment (	Class Out		Period of Performance	20		
		ľ			1 chod of 1 chomiane			
Work Assignment A	mendment	Incremental Fundin	ig		10/01//	2010 - 00	/20 /0012	
X Work Plan Approval					From 10/01/2	2012 10 09	/30/2013	
Comments: The purpose of this amendment is to approve the work plan and cost estimate dated October 19, 2012. The work assignment is capped at \$50,000.00 and 599 LOE. All other terms and conditions remain unchanged.								
Superfund	Acco	unting and Appro	priations Data	1		X	Non-Superfund	
SFO (Max 2)	Note: To report additional acc					Oliv (Durlant	0101010	
(Max 6) (Max 4) Code	ropriation Budget Org/Code (Max 6) (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Do	ollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)	
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2								
3							***	
4				-			-	
5								
		orized Work Assi	gnment Ceilin					
Contract Period: 10/01/2008 To 09/30/201	Cost/Fee: \$0.00			LOE:	LOE: 154			
This Action:					154 445 599			
	\$50,000	00,0			145			
Total:	\$50.000	. 772			599			
	Wor	k Plan / Cost Esti	mate Approva	als				
Contractor WP Dated: 10/19/2012	Cost/Fee: \$3	02,029.00		LOE:	3,125		-	
Cumulative Approved:		50,000.00			599			
Work Assignment Manager Name Sheil				Pror	nch/Mail Code:			
Work Assignment Manager Name Street	Id Blown					343-9439		
(Signature)		(Date	)		Number:	310 3103		
Project Officer Name Annette John	nson	(Date)			nch/Mail Code:		-	
					ne Number: 202-3	3/3-9/89		
(Signature)			Number:	343-3403				
Other Agency Official Name		(Date	/		nch/Mail Code:			
					ne Number:			
(Signature)		(Date	)		Number:			
Contracting Official Name Wanda Ca	rrier	(Date)	1 ,		nch/Mail Code:			
4201		12	2/13/12			564-0777		
(Signature)	Carrie	(Date	)		Phone Number: 202-564-0777  FAX Number:			

Work Assignment  Environmental Protection Agency  Research Triangle Park, NC 27711	EPA CONTRACT NO. EP-D-08-096				
Environmental Protection Agency	CONTRACTOR Cadmus  ASSIGNMENT NO. V-16				
Research Triangle Park, NC 27711					
	ASSIGNMENT CHANGE NO 1				
TITLE - Multifamily Housing Weatherization / Workforce Retrofit Protocol Development	DATE				
DESCRIPTION					

This work assignment amendment is to approve the workplan dated October 19, 2012 and to cap the budget ceiling at \$50,000 for 599 hours.

\*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.

\*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

#### NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNM	IENT ESTIMATE	CONTRA	CONTRACTOR ESTIMATE		
LABOR HOURS	154 + 445 =	599				
DURATION OF WORK						
COMPLETION DATE						
REQUESTORS SIGNATURE	Brown	ORG CODE 6609J	<b>TELEPHONE</b> 343-9439	DATE / 30/20L		
APPROVALS AS APPLICABLE		SIGNA	TURE	DATE		
Laura Kolb Center Director, CSA		Al.	11/30/12			
David Rowson Division Director, IED	DI	11	Λ .	11/30/12		
Annette Johnson Project Officer	anne	de A	The	11/30/12		
Wanda Carrier Contracting Officer	Wad	s Canci		12/13/12		
	CONTRACTOR=S F	REPRESENTATIVE AC	KNOWLEDGEMENT			
SIGNATURE	TITLE		DATE			
PA RTP 395 REV. 11-86						

. EPA	Jnited States Environm Washin	ental Protection gton, DC 20460	Work Assignment Number						
LFA	Work A	ssignmen	t		Other	X Amendm	ent Number:		
Contract Number	Contract Period 10/	01/2008 To	09/30/	2013	Title of Work Assignr	nent/SF Site Nam	е		
EP-D-08-096	Base	Option Period N	umber 4	77	Multifamily	Housing			
Contractor Specify Section and paragraph of Contract SOW  CADMUS GROUP, INC., THE									
Purpose: Work Assignment Work Assignment Close-Out Period of Performance									
X Work Assignment Amen	dmont	Incremental Fund							
Work Plan Approval	unent		ii ig		From 10/01/2	2012 <b>T∘</b> 09.	/30/2013		
Comments: The purpose of this amendment is to increase the level of effort from 599 hours to 982 and \$50,000 to \$73,000. All other terms and conditions remain in full force and effect.									
Superfund	Acco	ounting and Appr	opriations Data	3		Х	Non-Superfund		
SFO (Max 2)	Note: To report additional ad	counting and approp	oriations date use	EPA Form 190	0-69A.	·			
DCN Budget/FY Appropris (Max 6) (Max 4) Code (Max 4)		Program Elemen (Max 9)	Object Class (Max 4)	Amount (D	ollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)		
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	Aut	norized Work As	signment Ceilir	ng		-			
Contract Period: Co 10/01/2008 To 09/30/2013	st/Fee: \$5	0,000.	S	LOE:	599				
This Action:	8 2	3,000	cas		383				
Total:	# 7	3,000	co)		982				
	Wo	rk Plan / Cost Es	timate Approva	als					
Contractor WP Dated:	Cost/Fee:			LOE:					
Cumulative Approved:	Cost/Fee:	3,000.0	<b>ව</b>	LOE	982				
Work Assignment Manager Name Sheila	Brown		THE RESERVE OF THE PERSON OF T		nch/Mail Code:				
				Pho	ne Number 202-	343-9439			
(Signature)		(Da	te)	FAX	Number:				
Project Officer Name Annette Johns	on			Bran	nch/Mail Code:				
	Pho	ne Number: 202-3	343-9489						
(Signature)	(Signature) (Date)								
Other Agency Official Name Dionne Wr	ight			Bran	nch/Mail Code:				
				Pho	ne Number: 202-	564-2982	7		
(Signature)		(Da	te)		Number:				
Contracting Official Name Wanda Carr	ier				nch/Mail Code:				
100 100	20001	9	112/12	Pho	ne Number: 202-	564-0777			
(Signature)		(Dai	te)	_	Number:				

	United States Environm	ental Protection	Work Assignment Number							
EPA	Washing		V-16							
LFA	Work As	ssignment				Other	X Amenda	nent Number:		
							00000	)3		
Contract Number	Contract Period 10/	01/2008 To	09/30/2	2013	Title of Wor	k Assignn	nent/SF Site Nar	ne		
EP-D-08-096	Base	Option Period Nur	mber 4		Multifa	amily	Housing			
Contractor		Specify	Section and pa							
CADMUS GROUP, INC., THE										
Purpose: Work Assignment		Work Assignment 0	Close-Out		Period of F	Performanc	ce			
X Work Assignment An	nendment	Incremental Fundin	g							
Work Plan Approval					From 1	0/01/2	2012 To 09	/30/2013		
Comments:				-						
The purpose of this amendment and \$73,000 to \$123,000. SRO								hours		
and \$75,000 to \$125,000. Sho	approvar 10 accaence	a. Hill other t	cermo ana c	Jonardione	, I CHIGITI	anchang	cu.			
Superfund	Acco	ounting and Approp	priations Data	t i			X	Non-Superfund		
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(Max 2)										
<sub>Φ</sub> DCN Budget/FY Appro	priation Budget Org/Code	Program Element	Object Class	Amount (Do	ollare)	(Cents)	Site/Project	Cost Org/Code		
-	(Max 6) (Max 7)	(Max 9)	(Max 4)	Amount (De	Jilai 5)	(Cerits)	(Max 8)	(Max 7)		
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	Auth	norized Work Assig	gnment Ceilin	g						
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10/01/2008 To 09/30/2013	d =							_		
This Action:	\$ 50,0	00,00			838					
	\$ 123,0	00 00			1,820	920				
Total:		rk Plan / Cost Esti	mata Annrau	ala.	1,020					
Contractor WP Dated:	Cost/Fee:	K Plan / Cost Estil	mate Approva	LOE:						
Cumulative Approved:	Cost/Fee:	1		LOE:	<del></del>					
Work Assignment Manager Name Sheil	a Brown				ich/Mail Cod		242 0420			
				_	ne Number Number:	202-3	343-9439			
(Signature)  Project Officer Name Annette John	(Signature) (Date)									
Project Officer Name Affile CCE 50fff		Branch/Mail Code:  Phone Number: 202-343-9489								
(Cinnatura)										
(Signature) Other Agency Official Name		(Date)	1		Number:	da.				
oute. Agonoy Omoiai Maine					ch/Mail Cod	ie:				
(Signature)		(Date)		_	Number:					
Contracting Official Name Wanda Car	rier	(Date)			Number: ich/Mail Cod	te.				
1.00	,	U	bulla		ne Number:		564-0777			
(Signature)	anu	(Date)	4113	_	Number:	202-	304-0111			

	Work Assignment	EPA CONTRACT NO. EP-	EPA CONTRACT NO. EP-D-08-096							
Environ	nmental Protection Agen	icy	contractor Cad	contractor Cadmus						
Researc	ch Triangle Park, NC 277	711	ASSIGNMENT NO. V-1	16						
			ASSIGNMENT CHANGE N	0 3						
TITLE - Multifamily Housing Development	Weatherization/Workforce	e Retrofit Protocol	DATE							
DESCRIPTION										
This work assignment amendment is to increase the budget cap and increase the amount to \$123,000 (\$50,000 + \$73,000) and the hours to 1,820 (982 + 838).  SEO Appropriate is attached.  Received notice that 77% of the total hours and 76% of budget expended on March 21, 2013.										
*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.  *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED										
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER										
ESTIMATE OF	GOVERNME	ENT ESTIMATE	CONTRACTOR	ESTIMATE						
LABOR HOURS	982 + 838 = 1,8	20								
DURATION OF WORK										
COMPLETION DATE	9-30-13	3								
Sheila Brown	Brown	ORG CODE  OAR-ORIA – IED- 6609J	TELEPHONE 202-343-9439	H/17/20/3						
APPROVALS AS APPLICABLE		SIGNATU	RE	DATE						
Phil Jalbert Center Director, CCPO (Act	ing) Philip	2P July	er)	4/18/2013						
Dave Rowson Division Director, IED	211	R		4/21/13						
Annette Johnson Project Officer	Unnet	Unnette Show 4/23/13								
Wanda Carrier Contracting Officer	Warde	2 Carri		4/24/13						
	CONTRACTOR=S RI	EPRESENTATIVE ACK	NOWLEDGEMENT							
SIGNATURE	TITLE		DATE							

EPA RTP 395 REV. 11-86

EPA	Work Assignment							Work Assignment Number V-16  Other X Amendment Number: 000004				
Contract Number		Cor	2014	Title of Worl	k Assign	ment/SF Site Nan	ne					
EP-D-08-096		Bas	se	Option Period N	umber 4		Multifa	mily	Housing			
Contractor Specify Section and paragraph of Contract SOW												
Cadmus Group, Inc., The												
Purpose:	Work Assig	nment	L	Work Assignmen	t Close-Out		Period of P	erforman	ce			
X	Work Assig	nment Amendment		Incremental Fund	ding							
	Work Plan	Approval					From 10	0/01/	2012 To 12	/31/2013		
Comments: The purpose of this amendment is to modify the period of performance to be extended from Oct 1, 2013 to Dec 31, 2013. Please provide cost estimate. All other terms and conditions remain unchanged.												
Superfund			Acc	ounting and Appr	opriations Data	a			Х	Non-Superfund		
		Note:	To report additional a	ccounting and appro	priations date use	EPA Form 19	900-69A.					
SFO (Max 2)												
	udget/FY Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Elemen (Max 9)	t Object Class (Max 4)	Amount (I	Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)		
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3		<del></del>	<del> </del>		+	<del> </del>						
4												
5						<del> </del>						
5				L horized Work As	signment Coilir	200						
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10/01/2008 To	03/31	/2014	\$ 123,0	20,00		LOE	LOE: 1.826					
This Action:	•		0				0	-				
			<b>•</b> .									
Total:			\$ 123,00	10100			1.820					
				ork Plan / Cost Es	stimate Approva	als	TO SHAP DE PROPERTY OF THE PARTY OF THE PART					
Contractor WP Dated:			Cost/Fee:			LOE	E:					
Cumulative Approved:			Cost/Fee:			LOI	E:					
Work Assignment Manager	r Nama G	Sheila Bro	un			Dre	anch/Mail Cod	lo:				
Work Assignment Manager	i ivaille L	oneria bio	WII				one Number		343-9439			
	(Signati	urol			f=1			202	343 3433			
Project Officer Name An				(Da	(e)		X Number:					
Project Officer Name Annette Johnson							anch/Mail Cod		242 2400			
							one Number:	202-	343-9489			
Other Agency Official Nam	(Signati	<i></i>		(Da	te)		X Number:					
Saler rigority Official Nam							anch/Mail Cod	ie:				
	(6)						one Number:					
Contracting Official Name	(Signate			(Da	te)		X Number:					
Contracting Official Name	1	a Carrier			2/27/1		Branch/Mail Code:					
	1	da Ca	un		11211			202-	-564-0777			
	(Signati	ire)		(Da	te)	FA	X Number:					

Work Assignment	EPA CONTRACT NO. EP-D-08-096					
Environmental Protection Agency	CONTRACTOR Cadmus					
Research Triangle Park, NC 27711	ASSIGNMENT NO. V-16					
	ASSIGNMENT CHANGE NO 4					
TITLE: Multifamily Housing Weatherization and Workforce Retrofit Protocols Development	DATE					

#### DESCRIPTION

The purpose of this amendment is to modify the period of performance for WA V-16 The period of performance will be extended from 10/1/13 - 12/31/13. All other terms and conditions remain unchanged.

- \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the confract clause.
- \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

#### NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNME	ENT ESTIMATE	CONTRACTOR ESTIMATE						
LABOR HOURS									
DURATION OF WORK	3 months								
COMPLETION DATE	12/31/13								
Sheila Brown	80	ORG CODE 6609J	TELEPHONE 202-343-9439	DATE 9/17/13					
APPROVALS AS APPLICABLE		SIGNATU	RE	DATE					
Peggy Bagnoli,		_							
Acting Center Director, CCPO	200	( )	•	9.17.2013					
Dave Rowson Division Director	Of	4		9/17/13					
Annette Johnson Project Officer	Chinest	e Johns		9/18/13					
Wanda Carrier Contracting Officer	Wasi	9/27/13							
	CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT								
SIGNATURE  EPA RTP 395 REV. 11-86	TITLE		DATE	X-					

	and the second second		U	United States Environmental Protection Agency Washington, DC 20460						Work Assignment Number				
E	PA			V		ssignm					Othe		Amendm	ent Number:
Contract Number	er			Contract Pe	eriod 10/	01/2008	3 То	09/30/	2013	Title	of Work Assi	gnmer	nt/SF Site Nam	е
EP-D-08-0	96			Base		Option Per	riod Nu	mber 4		EJ	& Triba	1 Cc	ommunitie	es Sup
Contractor				Daso		option ( o	_	y Section and pa	ragraph o					
CADMUS GROUP, INC., THE  Purpose: X Work Assignment Close-Out Period of Performance														
ruipose.	X	Work Assig	gnment		_	Work Assig	gnment (	Close-Out		Pe	eriod of Perform	ance		
	H	Work Assig	gnment Amend Approval	dment	L	Incrementa	al Fundin	g		Fre	om 10/01	/20	12 то 09	/30/2013
Comments:														
The purpose of this work assignment is to initiate work. The contractor shall submit a cost estimate and work plan within 20 days of the initiation of this work assignment.										plan				
Sup	erfund				Acc	ounting and	Appro	priations Data	a				Х	Non-Superfund
	_			Note: To repor	t additional ad	counting and	appropr	iations date use	EPA Form	n 1900-69A.		************		
SFO (Max 2)														
DCN (Max 6)		udget/FY (Max 4)	Appropriat		t Org/Code (Max 7)	Program E (Max		Object Class (Max 4)	Amou	ınt (Dollars)	(Cents	)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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Contractor WP D	ated:	Communication of		C	ost/Fee:					LOE:		-		
Cumulative Appr	oved:				cost/Fee:					LOE:				
Work Assignmen	Manage	er Name	Laureen	Rurton						Branch/M	lail Code			
VVOIR Assignment	Wanage	or realite	Daulcen	Durcon					_ h		umber 202	2-34	3-9032	
		(Signa	ture)				(Date	•)	一卜	FAX Num				
Project Officer N	ame A			n .			(= 0.10	/	$\neg$	Branch/M				
				•					_ h		umber: 202	2-34	3-9489	
		(Signa	ture)				(Date	•)	一卜	FAX Num				
Other Agency O	ficial Na	me Di	onne Wri	ight						Branch/M				
											umber: 20	2-56	64-2982	
_		(Signa	ture)				(Date	)		FAX Num				
Contracting Office	ial Name		da Carri	ler				1	$\top$	Branch/M				
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### Work Assignment EPA CONTRACT NO. EP-D-08-096 Environmental Protection Agency CONTRACTOR Cadmus Research Triangle Park, NC 27711 ASSIGNMENT NO. ASSIGNMENT CHANGE NO TITLE - EJ and Tribal Communities Outreach DATE DESCRIPTION This work does not duplicate the efforts of any previous work assignments. This work assignment follows on from WA III-23 and IV-17. A cost estimate and work plan are required for this WA. \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS

#### NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

HAVE BEEN USED

ESTIMATE OF	GOVERNMENT	T ESTIMATE	CONTRACTOR ESTIMATE		
LABOR HOURS	4				
DURATION OF WORK	12 months				
COMPLETION DATE	Sept 30, 2013				
Laureen Burton	6111	ORG CODE 6609J	TELEPHONE 202-343-9032	DATE 9/18/12	
APPROVALS AS APPLICABLE		SIGNATU	JRE	DATE	
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Dave Rowson Division Director	Df 1	1		8/21/2	
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#### WORK ASSIGNMENT

CONTRACTOR:

Cadmus

CONTRACT NUMBER:

EP-D-08-096

WORK ASSIGNMENT NO:

V-17

WORK ASSIGNMENT TITLE:

EJ and Tribal Communities Support

#### WORK ASSIGNMENT MANAGER/EJ TECHNICAL LEAD:

Name:

Laureen Burton

Division:

Indoor Environments Division, IED

Mail Code:

6609J

Address:

1200 Pennsylvania Avenue, NW

Washington, DC 20460

Phone:

(202) 343-9032

#### ALTERNATE WORK ASSIGNMENT MANAGER / TRIBAL TECHNICAL LEAD:

Name:

Gina Bowler

Division:

Indoor Environments Division, IED

Mail Code:

6609J

Address:

1200 Pennsylvania Avenue, NW

Washington, DC 20460

Phone:

(202) 343-9206

LEVEL OF EFFORT:

Hours

PERIOD OF PERFORMANCE: October 1, 2012 through September 30, 2013

In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, not in any other activity that is an Inherently Governmental Function.

#### I. BACKGROUND

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gives EPA broad authorization to coordinate research in indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, tribal and local levels.

This work assignment was created due to public demand for knowledge about indoor air environmental pollutants, such as environmental tobacco smoke, radon, etc. This demand included information on health risks and the means by which adult and children exposure can be reduced. This demand coupled with a growing body of scientific information confirming adverse health impacts made this work assignment even more important to continue.

Therefore, the Indoor Environments Division, IED, of the Office of Radiation and Indoor Air, ORIA, of Environmental Protection Agency, EPA, recognize and support the need for a variety of audiences to understand these risks and to be informed about available methods of indoor environmental risk reduction. As a voluntary program, one of the main objectives of IED's program is to disseminate information and conduct education and outreach activities that will inform a broad range of constituents, as well as the general public.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: http://www.epa.gov/quality/ and http://www.epa.gov/quality/informationguidelines/index.html.

#### 2. PURPOSE

IED's overall goal of this contract is to develop outreach programs, projects and initiatives to encourage EJ and Native American/Tribal organizations, parents and caregivers to create and sustain healthy indoor air quality living environments. These efforts in conjunction with other OAR, ORIA and IED programs reduce the number of adults and children in EJ and tribal communities exposed inside buildings to potentially harmful levels of indoor environmental pollutants like environmental tobacco smoke, radon, indoor wood smoke, etc. that may cause or exacerbate indoor air related health and wellness problems in these communities.

To reach this goal, IED seeks contractor support on five complementary objectives:

- Creation and dissemination of culturally sensitive indoor environmental quality, IEQ, related health messages through traditional and social media outlets that are commonly used by the specific communities of interest.
- Development and/or refinement of EJ and/or tribal program, project, communication and/or marketing strategies and outreach products such as those to be featured and distributed through the IED's main website, Spanish website and tribal website;
- Identification and/or enhancement of EJ and tribal stakeholders (internal and external)
  participation opportunities to work with IED to enhance understanding and mitigation of
  IEQ concerns within specified communities.
- Development and implementation of pilot programs and/or projects, including establishing feedback and results tracking mechanisms, that support increased awareness of and mitigation efforts for IEQ concerns within specifically identified EJ and tribal communities.
- Support collaborative efforts with ORIA and other EPA offices' tribal related work on the four objectives listed above

In carrying out support/assistance activities under this work assignment, the contractor is to refrain from either developing or interpreting EPA policy, and is to communicate only those policies conveyed by EPA for dissemination to customers. Contract personnel are to identify themselves in all dealings with the public - written and oral - as contractors to EPA who are providing an information distribution service. Finally, the contractor shall conform to all requirements regarding printing and duplication materials as defined in Title 1 of U.S. GPO Government Printing and Binding Regulations, No. 25, November 1987.

#### 3. SCOPE OF WORK

# Task 1: Prepare Cost Proposal/Budget. Technical approaches shall be developed as requested by the WAM

A cost estimate shall be developed and submitted to the Work Assignment Manager within 20 calendar days of the effective date of the work assignment. The cost estimate shall detail the contractor's fiscal approach for accomplishing the work under the Work Assignment on a task-by-task basis including an estimate of labor hours with relevant ODC's. As this work continues work based on planning done under WA IV-17 and due to the dynamic planning nature of the individual project details. As needed and requested by the WAM through technical direction, the contractor shall provide technical approach with detailed information on accomplishing specific projects, including timelines/schedule of deliverables, staffing plans, with statements of experience for any new staff, estimated labor hours and costs.

# Task 2: Meetings and Conferences Applicable SOW sections: (C) (2) (a); (F) (2) (a) 2a) IED Planning and Status Meetings

Upon approval of the cost estimate, the contractor shall attend meetings – as directed by the WAM – by phone or in person at either EPA's IED location in Washington D.C. or at the contractor's Arlington, Virginia office. The contractor shall meet on an as-needed basis – per the technical directive of the WAM - to receive EPA guidance and discuss issues regarding individual tasks. For budget purposes, the contractor shall plan on at least one – one hour meeting a month for the duration of the work assignment and at least six additional meetings for up to two hours each to coordinate efforts on specific tasks as identified by the WAM through technical direction.

## 2b) EJ and Tribal Stakeholder Events: Meetings (in-person and distance technology based), Workshops, Trainings and/or Webinars

To promote IED's EJ and tribal initiatives within EJ and tribal communities across the country; to identify potential areas of collaborations; and, to obtain feedback on IEQ-related needs, priorities and interest within these communities the contractor shall identify lists of local, regional and national EJ and Tribal environmental/health experts that meet specified requirements as identified by the WAM through technical direction. Upon WAM approval of the participants list and through technical direction, the contractor shall recruit and assemble these experts to participate in IED or other WAM identified organization's sponsored meetings,

webinars and/or workshops. Experts may include but are not limited to people with experience in the specified communities on healthy homes, schools and other buildings, as well as environmental asthma management, environmental tobacco smoke, radon and community-based outreach and/or voluntary programs. Specific places, times and dates and type of expert or practitioner to be assembled will be determined through technical direction from EPA WAM. The specific format and agendas for each of these events shall be developed in consultation between the contractor, the WAM and other appropriate EPA staff as identified by the WAM.

Upon technical direction from the WAM, the Contractor shall support preparation and implementation of each identified event as needed which may include organizing meeting logistics, preparing background materials on attendees, preparing slide presentations or organizing meeting logistics, facilitation and meeting follow-up. Follow-up needs shall be determined based on outcomes of the specific event and in consultation between the contractor, the WAM and appropriate EPA staff will be identified through technical direction by the WAM and may involve establishing contact with attendees (e.g. writing follow-up letters), requesting information from attendees, or generating and compiling materials in response to information request by conference attendee(s). As specified under a technical direction, the Contractor if requested shall prepare an event report within ten days following an event. The specific format and content of these reports will be determined by the WAM in consultation with the contractor. For cost purposes only the contractor shall assume a minimum of four events with two requiring one to two staff to travel.

## Task 3: Develop/Refine EJ and Tribal Program, Project, or Outreach Strategies: Applicable SOW sections: (C) (2) (a); (F) (2) (a)

The Contractor shall support the development, refinement and/or implementation of IED's tribal and/or EJ project, program or outreach strategies. This support may include efforts to identify and/or help with collaboration efforts or relationship building opportunities with EJ and Tribal stakeholders internal and external to EPA who are interested in IEQ and related health impacts.

The specific need and audiences to be addressed by each strategy will be provided to the contractor through technical direction of the WAM. The format and elements of each strategy or implementation plan will be determined in consultation between the contractor, the WAM, and appropriate EPA staff as identified by the WAM. At a minimum, written strategies will be in outline form and include information on collaboration efforts of organizations involved in developing the strategy, audiences being addressed, specific organizations or groups that might be beneficial in helping address the mission of the strategy, methods and platforms that might be used to reach out to these identified stakeholders; how to track efforts and results; and a timeline.

#### Task 4: EJ and Tribal Communications and Marketing Support Applicable SOW sections: (C) (2) (a); (F) (2) (a)

The contractor shall support this work assignment by providing marketing guidance and content creation for IED's EJ and tribal web presence as requested through technical direction by the WAM. Content creation may include webinars, spotlights, website content, blogs, tweets,

podcasts, videos, audio slide shows, Facebook posts and RSS feeds. Social media efforts will be posted in accordance with established EPA social media requirements.

The contractor shall develop in consultation with the WAM and other appropriate EPA staff tribal and/or EJ communication plans for approval by the WAM. These communication plans shall be developed to outline the specific tasks and projects needed to spread IED's EJ and tribal messaging and the increase of involvement and participation from the tribal community. The communication plans shall rely heavily on IED's website, established EPA social media channels and traditional publication message dissemination and be created with the goal of promoting the enhanced use of the IED website.

The contractor shall assist the WAM in the implementation, as determined through technical direction, of the above approved communication plans. Assistance to the WAM may include the development of materials to support activities – including workshops, meetings, webinars, audio slide shows, videos, podcasts, etc – and presentation materials created for internal and external audiences. The contractor may be requested by technical directive to create communications plans for various outreach efforts and to provide tracking reports that allow IED to determine reach.

The contractors shall provide technical assistance that may include, but is not limited to, coordinating and participating in meetings via telephone, sharing information via e-mails, providing materials, background documents, case studies and program guidance on implementing voluntary risk reduction outreach products, as well as linkages to other organizations.

#### 4. TIME SCHEDULE AND DELIVERABLES

The deliverables shall be due as stated below or through technical direction as appropriate. The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Associated disks compatible with ORIA equipment (MS Word for basic reports and drafts; InDesign for those items that will be published; ad HTML format for those items that will be used on EPA or IED's website) also must be provided upon the completion of the work assignment.

Fonts used shall be non-proprietary and provided as part of all final projects. Preparation and finalization of any HTML pages for publication on Agency servers shall comply with established Agency look-and-feel requirements and meet all Web Work Group policy requirements – see <a href="https://www.epa.gov/epafiles/">www.epa.gov/epafiles/</a>.

The contractor shall adhere to EPA and Associated Press Stylebook standards when writing, developing or copy editing all IED material. Any deviation from EPA/AP standards will result in delays in work.

Deliverables:

Task	Deliverable	Due Date				
1: Work Plan and Budget Provision of estimated budget.		Within 20 calendar days of the effective date of the approved work assignment.				
2:Meetings	a) ORIA/IED Planning and/or Status Meetings	Initial planning/status meeting within 10 calendar days of the effective date of the approved work assignment than as necessary throughout the contract period.				
		Additional meetings, as needed upon TD from WAM.				
	b) EJ and Tribal Stakeholder Events	As identified through TD from the WAM but not before Oct 1, 2012 or after Sept 30, 2013				
3. Develop, refine, or implement EJ and Tribal Strategies	Strategy Documents	Within 20 calendar days of the receiving TD from the WAM but not before Oct 1, 2012 or after Sept 30, 2013				
4. EJ and Tribal Communications and Marketing Support	Communications Plans	Within 20 calendar days of receiving TD from the WAM but not before Oct 1, 2012 or after Sept 30, 2013				

EPA	United States Environmental Protection Agency Washington, DC 20460  Work Assignment				Work Assignment Nu V-17		ent Number:			
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Work Assignment	EPA CONTRACT NO. EP-D-08-096	
Environmental Protection Agency	CONTRACTOR Cadmus	
Research Triangle Park, NC 27711	ASSIGNMENT NO. V-17	
	ASSIGNMENT CHANGE NO 1	
TITLE - EJ and Tribal Communities Outreach	DATE	

#### DESCRIPTION

This work assignment amendment is to approve the workplan dated October 19, 2012 and to cap the budget ceiling at \$60,000 for 775 hours.

N2D/19

- \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.
- \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

# NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNME	NT ESTIMATE.	CONTRACTOR ESTIMATE		
LABOR HOURS	120 + 655 = 77	75			
DURATION OF WORK					
COMPLETION DATE					
REQUESTORS SIGNATURE PAR 291	illen Bur	org code 6609J	<b>TELEPHONE</b> 343-9032	DATE /30/12	
APPROVALS AS APPLICABLE		SIGNATU	RE	DATE	
Rick White Center Director, CCPO	( mil	(1)(De)	1/30/12		
David Rowson Division Director, IED	raf	11		11/30/12	
Annette Johnson Project Officer	anne	Ale G	11/30/12		
Wanda Carrier Contracting Officer	Was	la Carre	12/13/12		
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Project Officer Name Annette Johnson				Bran	nch/Mail Code:			
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Other Agency Official Name				Bran	nch/Mail Code:			
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Division Director	Of	1		· · · · · · · · · · · · · · · · · · ·	1/23/13
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COMPLETION DATE	September 30, 201	3			
DURATION OF WORK	9 months	-			
LABOR HOURS	GOVERNI	MENT ESTIMATE		CONTRA	ACTOR ESTIMATE
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CONTRACTOR'S REPRESENTATIVE ACKNOWLEDGMENT

DATE

TITLE

EPA RTP 395 REV. 11-86

SIGNATURE

#### WORK ASSIGNMENT

**CONTRACTOR:** 

CONTRACT NUMBER:

Cadmus

EP-D-08-096

WORK ASSIGNMENT NO:

V-18

WORK ASSIGNMENT TITLE:

IED Other Building and Cross-Building Communication

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and Marketing Support

WORK ASSIGNMENT

MANAGER:

Laureen Burton

Indoor Environments Division

U.S. EPA

Washington D.C. 20460

202-343-9032

LEVEL OF EFFORT:

hours

PERIOD OF PERFORMANCE:

Date of Contracting Officer approval through

September 30, 2013

#### BACKGROUND:

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gave EPA broad authorization to coordinate research in indoor air quality, develop and disseminate information of the subject, and coordinate efforts at the federal, state, and local levels. The EPA, Indoor Environments Division (IED) works with all levels of government, with other Agencies and organizations at the federal level, and with other nations to promote effective approaches to identify and solve indoor air quality problems. The main objectives of the Indoor Environments program include the protection of public health by promoting healthy environments; development and implementation of control strategies which would prevent, diagnose, abate, and mitigate indoor pollution, including the development and dissemination of guidance on those aspects of building design and construction, operation and maintenance that affect the indoor environment; and the development and dissemination of information to educate key audiences about indoor air pollution and its associated health risks, mitigation, and control strategies. Using the best science available, the Division develops and disseminates information, guidance and solution-oriented technologies and serves as a catalyst for action by guiding research, using innovative and creative risk communication tools and by building public-private partnerships.

For this work assignment, the contractor shall support staff efforts to raise public awareness to promote effective action and to equip building engineers and other building professions with comprehensive IAQ policies and practices to improve IEQ in commercial buildings, offices, and other indoor spaces (i.e., nails and hair salons, shelters, ice rinks) or across multiple buildings types (including schools and homes) where the issue can impact all or multiple building types. Tasks in this work assignment involve the communication and/or marketing of technical IEO

information and partnership coordination. Therefore, this work assignment requires staff with experience and expertise with indoor air quality (IAQ); communication and marketing; scientific/technical research and writing, building science including experience related to building design, construction, architecture, engineering, green buildings, energy efficiency, and energy retrofit programs.

In carrying out support activities under this work assignment, the contractor is to refrain from either developing or interpreting EPA policy, and is to communicate only those policies conveyed by EPA for dissemination to customers. Contract personnel are to identify themselves in all dealings with the public (written and oral) as contractors to EPA who are providing an information distribution service. The contractor and any subcontractors approved for this work shall identify any areas of potential conflict of interest with any organization or group in which materials are being reviewed or to which the contractor is being task to distribute information. Finally, the contractor shall conform to all requirements regarding printing and duplication materials as defined in Title 1 of U.S. GPO Government Printing and Binding Regulations, No. 25, November 1987.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: http://www.epa.gov/quality/ and http://www.epa.gov/quality/informationguidelines/index.html.

#### **PURPOSE**

As part of its mission and goals, IED is working to have 50 million more Americans living or working in homes, schools, or office buildings with healthier indoor air quality than in 1994, (from a benchmark of 16M in 2005). Of this 50M, it is estimated that approximately 5 million will be impacted by the air quality in buildings other than homes and schools (i.e., commercial buildings, offices, and other spaces) or across all or multiple building types. Continuing with strategies that have proven effective for the Division in the past, this work assignment will support efforts by the Division to develop, update, coordinate, collaborate, communicate and market IED's guidances and best practices specific for these other types of buildings or across varied building types.

### SCOPE OF WORK:

In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an "Inherently Governmental function."

### <u>Task 1:</u> Prepare a cost estimate. Technical approaches shall be developed as requested by the WAM.

A cost estimate shall be developed and submitted to the Work Assignment Manager within 20 calendar days of the effective date of the work assignment. The work plan and cost estimate should detail the contractor's approach for accomplishing the Work Assignment, including a

schedule of deliverables, staffing plan, with statements of experience, estimated labor hours and a detailed cost proposal, with relevant ODC's, on a task by task basis. Due to the potential dynamic planning nature of some of the individual tasks within this work assignment, the contractor shall, be prepared to provide summarized revisions to the technical approach for specific tasks, as necessary and as requested by the WAM through technical direction.

### Task 2: Planning and Progress Meetings.

- (A) Prior to development of the work plan and cost estimate required for this work assignment (Task 1), the contractor shall attend a meeting with the EPA WAM and other appropriate persons within 10 calendar days of receipt of the work assignment. This meeting will be used to discuss EPA guidance and specific technical issues regarding all tasks. Specific time and dates will be determined by the WAM through technical direction in consultation with the contractor. For planning purposes the contractor shall plan this meeting to be between one and two hours in duration. This meeting may be inperson at EPA offices or via phone as determined through technical direction by the WAM in consultation with the contractor.
- (B) Throughout the period of performance of the WA, the contractor shall attend two to three progress meetings with EPA WAM and other appropriate persons to provide updates to and/or refinements from the IED project team and discuss technical issues regarding all tasks. Specific time and dates will be determined by the WAM through technical direction in consultation with the contractor. Each meeting shall be approximately one hour in duration. These meeting may be in-person or via phone as determined through technical direction by the WAM in consultation with the contractor.

#### Deliverables:

- (A) The contractor shall attend an initial planning meeting with WAM and other identified EPA staff within 10 calendar days of receipt of this work assignment.
- (B) The contractor shall attend two to three progress meetings with WAM and other identified EPA staff throughout the project performance period. Upon direction by WAM, the contractor will prepare and deliver reports and/or summaries of these progress meetings within five business days of the meeting. The specific format of these reports will be determined in consultation between the contractor and the WAM. For planning purposes these reports will be no more than two pages in length.

# Task 3: Other building and cross building guidance material development/revisions, dissemination (web-based) and website/page update support SOW ref: B2 a-f; D2 a-m

(A) The contractor shall assist in the development of and/or revision of guidance materials (e.g., large building and office building related guidance documents), website content (e.g., IAQ Emergency Preparedness website, large building website/web pages, bioaerosol web pages), and other specified documents (e.g., monthly web-based "IEQ Prospective" write-up) based on materials supplied by EPA WAM through technical

direction. For planning purposes this work may include development or revisions to text, layout, and/or graphics of the specified documents, websites, etc. The specific documents to be revised will be determined through technical direction by the WAM. Upon receipt of technical direction on a specified product, the Contractor shall meet with the WAM and appropriate personnel within 5 working days to discuss the purpose and scope of the product. This meeting shall occur in person or via conference call as determined through technical direction by the WAM. After this discussion, the Contractor shall prepare a brief outline indicating the approach, their understanding of the intended audience, and major revisions to be done on the document. The new or revised document incorporating all comments/materials shall be submitted to the WAM for review and comment in word within 14 calendar days of receiving comments/materials from the WAM.

#### Deliverables:

- (A) Upon receipt of technical direction on a specified product, the Contractor shall meet with the WAM and appropriate personnel within 5 working days to discuss the purpose and scope of the product. This meeting shall occur in person or via conference call as determined through technical direction by the WAM. Within 5 calendar days after this discussion, the Contractor shall prepare a brief summary outlining the meeting and approach discussed for the specified product approach, their understanding of the intended audience, timeline for completing the task, and document or material plan.
- (B) Upon approval of the meeting summary, planned approach and timeline from Task 3A, the contractor shall begin implementation of the specified task and shall submit all new/revised materials to the WAM for review and comment within 14 calendar days of receiving approval of the meeting summary and/or comments/materials from the WAM.
- (C) Within 14 calendar days of receiving final approval and/or comments to material submitted in Task 3B the contractor shall provide a final pdf and/or other electronic files, as appropriate, including all fonts and high resolution graphics on computer disk in a format compatible with EPA software, such as InDesign, jpg, etc. that adhere to EPA and GPO printing standards. A master and back up disk of all files and supporting materials shall be provided.

### <u>Task 4:</u> Other building and cross building communication and collaboration support SOW ref: D2 a-m

- (A) The contractor shall support the development of and implementation of efforts to effectively address inquiries and communicate IED's other building and cross building technical messages to the public or other stakeholders. For cost planning purposes this work may include development and/or revision of topic specific FAQs for the IED website, scripts for common consumer phone inquiries, or determination of other mass media and/or social media communication approaches. The specific topics and materials to be developed and/or revised will be determined through technical direction by the WAM.
- (B) The contractor shall support collaborative efforts to leverage IED's partnership base to better track and communicate effective IAQ/IEQ actions being taken in the commercial, office and other building spaces community.

### Deliverables would be described and port the former (1)

(A) Upon receipt of technical direction on a specified product or collaboration effort, the Contractor shall meet with the WAM and appropriate personnel within 5 working days to discuss the purpose and scope of the product. This meeting shall occur in person or via conference call as determined through technical direction by the WAM. Within 5 calendar days after this discussion, the Contractor shall prepare a brief summary outlining the meeting and approach discussed for the specified product approach, their understanding of the intended audience, and plan to be done on the document and a proposed timeline for completion of the task.

(B) Upon approval of the meeting summary, planned approach and timeline from Task 4A,

the contractor shall begin implementation of the specified task.

#### Other building and across building related conference or meeting support SOW Sections: D2(c,l) & E2 a-e

(A) The contractor shall provide logistical support as directed by the WAM through technical direction in planning and/or supporting IED participation in to 3 meetings or conferences where project-specific events, updates, and other information that would be useful are the topic(s) of discussion or presentation. For cost planning purposes, the contractor shall assume one to two -3 day conferences where the contractor shall provide at a minimum travel and lodging support for up to two staff, booth logistic and staffing support and assistance with preparation of presentation materials, if necessary and one webinar or workshop on IAQ policy and best practices in large buildings or other relevant issue where the contractor shall provide at a minimum planning and logistical support and summary reports.

Deliverables: 4 comments of the management of the best Conference and/or meeting support as specified through technical direction The state of the state of the Property Officer School Teams of the state of the sta

#### SCHEDULE AND DELIVERABLES:

The deliverables shall be due as agreed between WAM and contractor roughly following the schedule below.

The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Associated disks compatible with ORIA equipment (Word for basic reports and documents, InDesign for those items which will be published and .HTML format for those items which will be inserted in EPA's website) must also be provided upon completion of the work assignment.

TASK NO.	DELIVERABLE	DUE DATE
Task 1:	Work Plan and Cost Proposal	Within 20 calendar days of the effective date of the approved WA
Task 2:	A) Initial Planning Meeting	Within 10 calendar days after receipt of the approved WA.

B) Project Team Progress Meetings TBD through technical direction, but no later than September 30, in on a generalied product or collaboration offers, the 2013. WASH and derenoused participants and are

Material development/revisions, dissemination (web-based) and website/page update support

TBD through technical direction, but no later than September 30, 2013

Task 4:

Communication and Collaboration TBD through technical direction, A. A. Lorenson and Support

but no later than September 30, 2013.

Task 5:

Conference and Meeting Support

TBD through technical direction, but no later than September 30,

#### GENERAL

- Unless otherwise specified in the Work Assignment, the WAM will review deliverables and provide comments within 20 calendar days after receipt of deliverable. In the event that the WAM's review schedule cannot be met, the WAM will notify the contractor and provide a revised estimate of the completion date for review and comments.
- The WAM is authorized to issue technical direction in accordance with the contract abuclatises, a consolated based in continuous tend has valided (1/4) to not replace a resource
- As necessary, the Contractor shall communicate with the WAM to discuss progress. made, any problems or obstacles encountered, and the complete status of all ongoing
- The Contractor shall be prepared to submit for inspection copies of all work in progress at any time as directed by the WAM.
- The Contractor shall notify the Project Officer when 75% of the Work Assignment hours and/or costs have been used

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United States Environmental Protection Agency Washington, DC 20460					Work Assignment N V−18	umber	
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Work Assignment	EPA CONTRACT NO. EP-D-08-096		
Environmental Protection Agency	CONTRACTOR Cadmus		
Research Triangle Park, NC 27711	ASSIGNMENT NO. V-18		
	ASSIGNMENT CHANGE NO 3		
TITLE: IED Other Building and Large Building Communication and Marketing Support	DATE:		

#### DESCRIPTION

The purpose of this amendment is to modify the period of performance for WA V-18. The period of performance will be extended from 10/1/13 - 12/31/13. All other terms and conditions remain unchanged.

- \*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.
- \*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

# NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNMI	ENT ESTIMATE	CONTRACTOR ESTIMATE			
LABOR HOURS						
DURATION OF WORK	3 months					
COMPLETION DATE	12/31/13					
REQUESTORS SIGNATURE) Laureen Burton	Bush	ORG CODE 6609J	TELEPHONE 202-343-9032	DATE   17/13		
APPROVALS AS APPLICABLE		SIGNATU	JRE	DATE		
Laura Kolb Director CSA		9/17/12				
Dave Rowson Division Director	PI			9/17/13		
Annette Johnson Project Officer	amed	k John	184	9/18/13		
Wanda Carrier Contracting Officer	Wada	Wada Cana 9/27/13				
	CONTRACTOR=S R	EPRESENTATIVE ACK	NOWLEDGEMENT			
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	EPA	United States Environmental Protection Agency Washington, DC 20460  Work Assignment					Market Ma	ent Number:
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This amendment is to approve Cadmus' budget dated November 12, 2013 for 333 hours and \$24,900 for the extension. The cost report additional accounting and appropriations Data	Work Plan Approva	ıl				From 01/29/	2013 % 12	/31/2013
Note   To report additional accounting and appropriations date use EPA Form 1900-69A   Size   Project   Size   Size   Project   Size   Size   Project   Size   Size   Project   Size	This amendment is to approve						r the extensi	on. The
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Re	search Triang	le Park, NC 277	111	ASSIGNMENT NO. V-1	ASSIGNMENT NO. V-19		
				ASSIGNMENT CHANGE NO	ASSIGNMENT CHANGE NO		
TITLE Technical and Quali	ty Assurance	Review/Editing	NCRFO	DATE	1		
DESCRIPTION							
This work assignment amendment is to approve the work plan and budget from Cadmus dated 4/11/2013 for \$34,952 and 331 hours.							
*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause.  *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 60 HOURS OF TASK 3 IS COMPLETED.  NOTICE TO CONTRACTOR							
PLEASE SIGN, DATE, A CONTRACTING OFFICE	ND PROVIDE E ER	STIMATES IN THI	E SPACES INDICAT	ED BELOW, AND RETURN ONE	Е СОРУ ТО ТНЕ		
ESTIMATE O	F	GOVERNME	NT ESTIMATE	CONTRACTOR	ESTIMATE		
LABOR HOURS							
DURATION OF WORK							
COMPLETION DATE		9/3	30/13		4		
REQUESTERS SIGNATURE		-	ORG CODE	TELEPHONE	DATE		
AB			ONG CODE	702784 8281	4/12/2013		
APPROVALS AS APPLICABL	E	01	/ SIGNATU	RE	DATE		
Andrea Stafford NCRFO Deputy Direction	etor	Ch 1	n 6m		4/12/2013		
Ronald Fraass & S  NCRFO Director	/	n m. 8m 4/12/2013					
Annette Johnson Project Officer		Unip He John 4/17/13					
Wanda Carrier		1,10	1 6		4/10/13		
Contracting Officer	***************************************	War	la uni		1110/13		
	Marine grace of gracing may a may be accorded to be the		EPRESENTATIVE ACK	NOWLEDGEMENT			
SIGNATURE		TITLE		DATE			

EPA RTP 395 REV. 11-86

EP#	Δ	Unit	ed States Enviro Was		Protection / DC 20460	Agency		Work Assignment	Number	
	`		Work	Assig	gnment			Other		nent Number:
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Contract Number			Contract Period	10/01/2	2008 то	09/30/	2013	Title of Work Assig	nment/SF Site Nan	ne
EP-D-08-096		E	Base	Optio	on Period Nur			Tech & Qual	Assurance	Review
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Comments:										
This WA amendme review and edit travel to Las V Please provide	ting of a Vegas. Th	more comp	lex SOP for h	andheld	instrumer	nt operation	on in the	field as iden	tified in Task	3, and
Superfund	d		F	Accounting	g and Appro	priations Data	а		X	Non-Superfund
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Total:			\$34,0	752.	CO			356		
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Contractor WP Dated:			Cost/Fee:				LOE			
Cumulative Approved:		***************************************	Cost/Fee:				LOE			
Work Assignment Mana	ager Name	Alejandra	Baer				Bra	nch/Mail Code:		
							Pho	ne Number 702	-784-8281	Marine consideration of the Constitution of th
	(Signal	ture)			(Date	)	FAX	( Number:		
Project Officer Name	Annette	Johnson					Bra	nch/Mail Code:		
					Pho	ne Number: 202	-343-9489			
***************************************	(Signat	ture)			(Date	)	FAX	( Number:		
Other Agency Official N	Name						Bra	nch/Mail Code:		
							Pho	ne Number:		
	(Signat	ture)			(Date	)	FAX	( Number:		
Contracting Official Nam	me Wand	la Carrie	r		~	1 1	Bra	nch/Mail Code:		
11	anda	an	i		7/	29/13	Pho	one Number: 202	2-564-0777	
	(Signat	ture)			(Date	)	FAX	Number:		

Work Assignment	EPA CONTRACT NO. # EP-D-08-096
Environmental Protection Agency	CONTRACTOR Cadmus
Research Triangle Park, NC 27711	ASSIGNMENT NO. $\bigvee - \bigcup G$
	ASSIGNMENT CHANGE NO 2
TITLE Technical and Quality Assurance Review/Editing NCRFO	DATE .

#### DESCRIPTION

This amendment is for additional review and editing to allow for an increase in technical and quality assurance review and editing of a more complex SOP for hand held instrument operation in the field as identified in Task 3. This will require an additional on-site visit for technical consultations with NCRFO staff. Please provide a cost estimate.

- \*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause.
- \*\*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE HOURS HAVE BEEN EXPENDED.

#### NOTICE TO CONTRACTOR

PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

CONTRACTING OFFICER					
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE			
LABOR HOURS					
DURATION OF WORK					
COMPLETION DATE	9/30/13				
REQUESTERS SIGNATURE (QR A)	e sandrablorg cope	TELEPHONE 708 784-8281	DATE 7/26/13		
APPROVALS AS APPLICABLE	SIGNATI	DATE			
Andrea Stafford NCRFO Deputy Director	an M. 8Th	7/26/2013			
Ronald Fraass NCRFO Director For/	0m m 6m 7/26/201				
Annette Johnson Project Officer	Unexte Johna 7/26/13				
Wanda Carrier Contracting Officer	Wada Carris 7/29/3				
	CONTRACTOR=S REPRESENTATIVE ACK	KNOWLEDGEMENT			
SIGNATURE	TITLE DATE				
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,	United States Environm	ental Protection	Agency		Work Assignment N	umber			
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L' A	Work As	ssignment			Other	X Amendm	nent Number:		
,							3		
Contract Number	Contract Period 10/	01/2008 To	09/30/2	2013	Title of Work Assign	ment/SF Site Nan	ne		
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	Cadmus Group, Inc., The								
Purpose: Work Assignme	ent	Work Assignment (	Close-Out		Period of Performan	ce			
X Work Assignme	ent Amendment	Incremental Fundir	ng						
Work Plan App	roval				From 03/22/	2013 To 09	/30/2013		
Comments:									
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	Λοο-	wating and Asses	mintions Date						
Superfund	ACC	ounting and Appro	priations Data	1 		X	Non-Superfund		
SFO	Note: To report additional ad	counting and appropr	iations date use	EPA Form 190	0-69A.				
(Max 2)									
	Appropriation Budget Org/Code	Program Element	Object Class	Amount (De	ollars) (Cents)	Site/Project	Cost Org/Code		
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	\$43,	00000							
Total:	*43,	252.00			396				
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Contractor WP Dated:	Cost/Fee:			LOE:					
Cumulative Approved:	Cost/Fee:		7	LOE:					
Work Assignment Manager Name Al	ejandra Baer			Bran	nch/Mail Code:	CONTRACTOR OF THE PARTY OF THE			
				Pho	ne Number 702-	784-8281			
(Signature)		(Date	•)	FAX	Number:				
Project Officer Name Annette J	ohnson			Brar	nch/Mail Code:		<del></del>		
				Pho	ne Number: 202-	343-9489	***************************************		
(Signature)	······································	(Date	)	FAX	Number:				
Other Agency Official Name				Bran	nch/Mail Code:				
				Pho	ne Number:				
(Signature)		(Date	)	FAX	Number:	2			
Contracting Official Name Wanda	Carrier	(2)	1 1		nch/Mail Code:				
Wand	Carrie	8	30/13	Pho	ne Number: 202-	-564-0777			
(Signature)		(Date	)	FAX	Number:				

	United States Environme	ental Protection A	Agency		Work Assignment Nu	mber		
EDA		ton, DC 20460	.3057		V-19			
EPA	Work As	signment			Other	X Amendm	ent Number:	
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Contract Number	Contract Period 10/	01/2008 To	03/31/2	2014	Title of Media Assista			
EP-D-08-096	107			2014	Title of Work Assignm			
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Cadmus Group, Inc., The	open, oction and paragraph of							
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	nonanent	moremental Funding	9		From (S C)	To 12	/31/2013	
Work Plan Approval					[0[0]]	12 12	, 51, 2015	
The purpose of this amendment	is to modify the per	riod of perfor	mance to b	oe extende	ed from October	1 to Decembe	r 31,	
2013. Please provide cost es	stimate. All other to	erms and condi	tions rema	ain unchar	nged.			
Superfund	Acco	unting and Approp	oriations Data	9		Х	Non-Superfund	
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	opriation Budget Org/Code (Max 6) (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (D	ollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)	
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Total:	\$ 43, 25	12,00			390			
		k Plan / Cost Esti	mate Approva	als				
Contractor WP Dated:	Cost/Fee:			LOE				
Cumulative Approved:	Cost/Fee:			LOE				
Work Assignment Manager Name Aleja	indra Baer			Brai	nch/Mail Code:			
						784-8281		
(Signature)		(Date	)	FAX	Number:		****	
Project Officer Name Annette John	nson			Brai	nch/Mail Code:			
					ne Number: 202-	343-9489		
(Signature)		(Date	)		( Number:			
Other Agency Official Name				Brai	nch/Mail Code:	ACCOMMENDATION CONTRACTOR		
				Pho	ne Number:			
(Signature)		(Date	)	FAX	Number:			
Contracting Official Name Wanda Ca:	rrier	_ 1	1	Brai	nch/Mail Code:			
Wada	Cani	9	27/13	Pho	ne Number: 202-	-564-0777		
(Signature)		(Date	)	FAX	Number:			

#### Work Assignment EPA CONTRACT NO. EP-D-08-096 **Environmental Protection Agency** CONTRACTOR Cadmus Research Triangle Park, NC 27711 V-19 ASSIGNMENT NO. ASSIGNMENT CHANGE NO TITLE: Technical and Quality Assurance Review/Editing NCRFO DATE

#### DESCRIPTION

The purpose of this amendment is to modify the period of performance for V-19. The period of performance will be extended from 10/1/13 - 12/31/13. All other terms and conditions remain unchanged.

\*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract

\*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

### NOTICE TO CONTRACTOR

PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

GOVERNMENT ESTIMATE		CONTRACTOR ESTIMATE			
3 months					
12/31/13					
	ORG CODE 6609J	TELEPHONE 702-784-8281	DATE 9/12/2013		
	DATE				
ann	9/12/2013				
2/1	DEIK				
annesse Johns 9/18/					
Wade Cami 9/27/13					
CONTRACTOR'S RE	EPRESENTATIVE ACK	NOWLEDGEMENT			
TITLE DATE					
	3 months 12/31/13  On N  Off  Wast	3 months 12/31/13  ORG CODE 6609J  SIGNATU  ON M. SSN  Of I  Wash CONTRACTOR'S REPRESENTATIVE ACK	3 months  12/31/13  ORG CODE TELEPHONE 702-784-8281  SIGNATURE  ON M. SSN  Office John  Contractor's representative acknowledgement		

United States Environmental Protection Washington, DC 20460					Work Assignment N V-19	umber		
EPA	Work As	ssignment			Other	X Amendm	ent Number:	
Contract Number	Contract Period 10/	01/2008 To	03/31/2	2014	Title of Work Assign	ment/SF Site Nam	ne	
EP-D-08-096	Base	Option Period Nur			Techn & QA I			
Contractor	Dusc		Section and pa	ragraph of Cor				
Cadmus Group, Inc., The								
Purpose: Work Assignment	Period of Performan	ice						
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X Work Assignment Amer		Incremental Fundin			From 03/22/	2013 <b>T</b> ₀ 12	/31/2013	
Comments: This amendment is to stop work	due to a change in	program direc	ction. All	l other te	erms and condit.	ions remain		
unchanged.								
Superfund		ounting and Approp				X	Non-Superfund	
SFO (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.								
e DCN Budget/FY Appropr (Max 6) (Max 4) Code (M		Program Element (Max 9)	Object Class (Max 4)	Amount (D	ollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)	
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Work Assignment Manager Name Alejan	dra Baer			Brai	nch/Mail Code:			
				Pho	ne Number 702-	784-8281		
(Signature)		(Date	)	- FAX	( Number:			
Project Officer Name Annette Johns	on			Brai	nch/Mail Code:			
					ne Number: 202-	343-9489		
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Other Agency Official Name			,		nch/Mail Code:			
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Contracting Official Name Wanda Carr	ier	(Date)			nch/Mail Code:			
4 20 1 600		10	121115		ne Number: 202	-564-0777		
(Signature)	22	Date.	12411	)	Number:	004 0111		

Work Assignment	EPA CONTRACT NO. # EP-D-08-096						
Environmental Protection Agency	CONTRACTOR Cadmus						
Research Triangle Park, NC 27711	ASSIGNMENT NO. V-19						
	ASSIGNMENT CHANGE NO 5						
TITLE Technical and Quality Assurance Review/Editing NCRFO	DATE						
DESCRIPTION							
This work assignment amendment is to stop work due to a change in program direction.							

\*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause.

#### NOTICE TO CONTRACTOR

PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNME	ENT ESTIMATE	CONTRACTOR ESTIMATE			
LABOR HOURS		n/a				
DURATION OF WORK		n/a				
COMPLETION DATE		n/a				
REQUESTERS SIGNATURE	and the second s	ORG CODE	TELEPHONE FOR FRY 8281	DATE 12/23/2013		
APPROVALS AS APPLICABLE		SIGNATURE				
Center Director		20/2				
Division Director	in	in m 8m				
Annette Johnson Project Officer	for Ou	ctorie à	8Drew	12/23/13		
Wanda Carrier Contracting Officer	Wand	Wanda Cani				
CONTRACTOR'S REPRESENTATIVE ACKNOWLEDGEMENT						
SIGNATURE	TITLE		DATE			
EPA RTP 395 REV. 11-86	A CONTRACTOR OF THE PARTY OF TH					

<sup>\*</sup>THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 60 HOURS OF TASK 3 IS COMPLETED.

EPA		United	United States Environmental Protection Agency Washington, DC 20460  Work Assignment				Work Assignment Number  V-20  Other Amendment Number:				
								Other Amendment Number.			
Contract Number   Contract Period 10/01/2008 To 03/31/2014					Title of Work Assignment/SF Site Name						
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Work Assignment Amendment Incremental Funding											
		Work Plan			_ morementary and	9		From 01/01/2014 To 02/28/2014			
	nments:			,							
mo	The purpose of this work assignment is to provide support to the Cadmus Group for a period of approximately two months for the purposes of transitioning websites, databases, government property (and other relevant activities) to Scientific Consulting Group, IED's new level of effort contractor. All other terms and conditins remain unchanged.										
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		7	Note:	To report additional ad	counting and approp	oriations date use	EPA Form 19	00-69A.			
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VVO	rk Assignment i	vlanager Name	Annette Jol	mison				Phone Number 202-343-9489			
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(Signature) (Date)					FAX Number:						
Project Officer Name Annette Johnson						Branch/Mail Code:					
						Phone Number: 202-343-9489					
(Signature) (Date)						FAX Number:					
Other Agency Official Name						Branch/Mail Code:					
						Phone Number:					
(Signature) (Date)						FAX Number:					
Contracting Official Name Wanda Carrier					Branch/Mail Code:						
Warder Carrie 12/24/13				)	Phone Number: 202-564-0777						
(Signature) (Date)					FA	FAX Number:					

#### WORK ASSIGNMENT

CONTRACTOR:

The Cadmus Group

CONTRACT NUMBER:

EP-D-08-096

WORK ASSIGNMENT NO:

V-20

WORK ASSIGNMENT TITLE:

Indoor Environments Division Transitional Support

WORK ASSIGNMENT

MANAGER:

Annette Johnson Indoor Environments Division (6609J) US EPA 1310 L St., NW Washington, DC 20005 (202) 343-9489

#### LEVEL OF EFFORT:

PERIOD OF PERFORMANCE: January 1, 2014 through February 28, 2014

#### 1. BACKGROUND

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gives EPA broad authority to conduct research on indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, and local levels. The EPA, Indoor Environments Division (IED) works with all levels of government, other Agencies and organizations at the federal level, States, Communities, non-profit organizations, and other nations to promote effective approaches to identify and solve indoor air quality problems.

#### 2. PURPOSE

The purpose of this work assignment is to provide support to the Cadmus Group for a period of approximately two months for the purposes of transitioning websites, databases, government property (and other relevant activities) to Scientific Consulting Group, IED's new level of effort contractor.

In meeting the requirements of this work assignment, the Contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an "Inherently Governmental Function."

### 4. TIME SCHEDULE AND DELIVERABLES

TASK NO:	DELIVERABLE	DUE DATE
Task 1:	Provide Budget and Workplan	Within 3-5 calendar days of the effective date of the approved work assignment.
Task 2:	Attendance at Meetings	As needed, but before February 28, 2013.
Task 3	Transfer Support	The timeline of this support will be ongoing through February 2013.

EPA	United States Environmental Protection Agency Washington, DC 20460				Work Assignment Number			
LIA	Work As	Work Assignment				Other X Amendment Number		
					00000	1		
Contract Number Contract Period 10/01/2008 To 03/31/2014				2014	Title of Work Assignment/SF Site Name			
EP-D-08-096 Base Option Period Number 4					IED's Transi	tional Sup	port	
	Contractor Specify Section and paragraph of Contract SOW							
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Work Assignment	_	Work Assignment C	Close-Out		Period of Performance			
X Work Assignment Amendment Incremental Funding X Work Plan Approval					From 01/01/2014 To 02/28/2014			
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The purpose of this work assi for the transitional support.					2014 for 380 hou	rs and \$35,00	0.00	
	Superfund Accounting and Appropriations Data X Non-Superfund							
Superfund						X	Non-Superfund	
SFO (Max 2)  Note: To report additional accounting and appropriations date use EPA Form 1900-69A.								
	priation Budget Org/Code (Max 6) (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (D	ollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)	
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	Auth	norized Work Assi	gnment Ceilin	ng				
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Total:	\$35,000.00				380			
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Contractor WP Dated: 01/08/2014	Cost/Fee: \$	35,000.00	A	LOE	LOE: 380			
Cumulative Approved:	Cost/Fee: \$	35,000.00		LOE	LOE: 380			
Work Assignment Manager Name Annet	te Johnson			Bra	Branch/Mail Code:			
				Pho	Phone Number 202-343-9489			
(Signature) (Date)			FAX	FAX Number:				
Project Officer Name Annette Johnson			Bra	Branch/Mail Code:				
					Phone Number: 202-343-9489			
(Signature) (Date)				FA)	FAX Number:			
Other Agency Official Name					Branch/Mail Code:			
					Phone Number:			
(Signature)		(Date	)	FAX	FAX Number:			
Contracting Official Name Wanda Carrier					Branch/Mail Code:			
Warda Carri 1/24/14				Pho	one Number: 202-	-564-0777		
(Signature) (Date)				FAX	FAX Number:			